

CONSTITUTION

GRAND CHAPTER
R. A. M.
SASKATCHEWAN

1964

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CONSTITUTION
OF THE
GRAND CHAPTER
OF
ROYAL ARCH
M A S O N S
OF SASKATCHEWAN

*As Adopted at the Twenty-fourth Annual Convocation
held in Regina, May 23rd, A.I. 2477, A.D. 1947, with
amendments up to and including 1964, and
ordered to be published by Grand Chapter.*

REGINA:
Published under Authority of
The Grand Chapter
by the Grand Scribe E.

At the organization of the Grand Chapter of Saskatchewan at Regina on June 12th, A.D. 1923, the Constitution, usages and ceremonials of the Grand Chapter of Canada were adopted *pro tempore*.

A committee to draft a constitution was appointed, consisting of R. Ex. Comp. J. R. Yorke, Chairman; M. Ex. Comp. A. S. Gorrell, R. Ex. Comps. J. F. Moritz, A. A. Wilson and C. Albert Smith.

At the First Annual Convocation held at Saskatoon on February 20th, A.D. 1924, the Committee recommended that the matter of Constitution be left in their hands for another year so as to enable them to draw up such workable changes as are necessary.

At the Second Annual Convocation held in Moose Jaw on February 18th, 1925, the Committee presented their draft constitution which was adopted with a few minor changes.

FRANCIS B. REILLY,
Grand Scribe E.

JAMES McCUALEY,
Grand Z.

1st Edition 1925. 4th Edition 1953.
2nd Edition 1929. 5th Edition 1964.
3rd Edition 1947.

GRAND CHAPTER OF ROYAL ARCH MASON OF SASKATCHEWAN

I, Alfred A. Wilson, Grand Scribe E. of the Grand Chapter of Royal Arch Masons of Saskatchewan do hereby certify that the following is a true copy of the Constitution, adopted at the Twenty-fourth Annual Convocation of that body, held in the City of Regina, in the Province of Saskatchewan, on the 23rd day of May, A.D. 1947.

In testimony whereof I have hereunto appended my official signature and affixed the Official Seal of the Grand Chapter of Royal Arch Masons of Saskatchewan, this 23rd day of May, A.D. 1947.

GEORGE LYTHGOE,
Grand Z.

Alfredawilson PGZ
Grand Scribe E.

COMMITTEE ON CONSTITUTION



M.E. COMP. WALTER B. HOOKER
M.E. COMP. W. J. SMITH
M.E. COMP. CHAS. P. MOORE
M.E. COMP. J. ORVILLE CLARKE
M.E. COMP. ALFRED A. WILSON

CONSTITUTION and GENERAL
REGULATIONS

for the Government of the Order of

**ROYAL ARCH
M A S O N S
OF SASKATCHEWAN**

*Adopted by Grand Chapter the 23rd day of May,
A.D. 1947, A.I. 2477.*

NAME AND SEAL

1. The name of this Grand Chapter is "The Grand Chapter of Royal Arch Masons of Saskatchewan", herein-after called "The Grand Chapter".
2. The following is a representation of the Seal of the Grand Chapter:



DEFINITIONS AND MEANINGS

3. Except where the context otherwise indicates, the following definitions and meanings shall apply to words and phrases in this Constitution: Provided that wherever the plural is used throughout this Constitution, the meaning shall apply as in the singular:

- (a) "Constitution" shall mean the Constitution of the Grand Chapter; and "By-law" shall mean a "By-law" of a constituent Chapter of the Grand Chapter.
- (b) "Section" shall mean a Section under the Constitution.
- (c) "Regulation" shall mean any resolution of the Grand Chapter or rule or direction made pursuant thereto.
- (d) "Chapter" or "Constituent Chapter" shall mean a Chapter of Royal Arch Masons operating under a Warrant or Charter from the Grand Chapter; a "Chapter under Dispensation" or a "Chapter U.D." shall mean a Chapter working under a dispensation from the Grand Z. and possessing only such powers and privileges as are conferred by said dispensation; "Lodge" shall mean either a Lodge of Mark Master Masons or a Lodge of Most Excellent Masters operating under a constituent Chapter or a Chapter U.D.
- (e) "Warrant" or "Charter" shall each mean a Warrant of Constitution from the Grand Chapter issued to a Chapter.
- (f) "Companion" shall mean a Royal Arch Mason; "Joining Companion" shall mean and apply to a member in the process of obtaining membership in a Chapter either by ceremony or by affiliation; "Affiliated Companion" shall mean and apply to a Companion who has completed such process and is currently a member in good standing; and "Brother" shall mean either a Mark Master Mason or a Most Excellent Master.
- (g) The "Residence" of a person is the place which is his home and to which, whenever he is absent therefrom, he has the intention of returning.
- (h) "Jurisdiction"—The Jurisdiction of the Grand Chapter, hereinafter referred to as "The Grand Jurisdiction", shall mean and include all Chapters, all Lodges, all Companions, and all Brethren within the territorial limits of the Province of Saskatchewan and all of that portion of the North West Territories in the Dominion of Canada lying and being situate to the North of the northern boundary of the said Province between the second meridian on the East and the fourth meridian on the West, and all Members without this jurisdiction acting under its authority.
- (i) "Sister Grand Jurisdiction" shall mean the Grand Jurisdiction of any Grand Chapter of Royal Arch Masons with which the Grand Chapter maintains fraternal relationship.
- (j) "Grand Officer", "Past Grand Officer" "Chapter Officer", and, or, the official designation of each; the names of all Committees herein mentioned, the term "Member", and the usual abbreviations applicable to each or any of the said terms and names shall mean said terms and names with respect only to the Grand Chapter or

a constituent Chapter, including the Lodges, accordingly as suggested by the context of the Constitution.

- (k) "Grand Z." and the respective titles of all other Grand Officers shall pertain accordingly to such Grand Officers as were last installed or invested; likewise "Z." and the respective titles of all other Chapter officers shall be applicable to such Members of a constituent Chapter as were last installed or invested or who were named as such in a Charter and are currently in office.
- (l) "Grand Council" shall mean and comprise the Grand Z., the Grand H., and the Grand J.
- (m) "Annual Convocation" shall mean the regular, yearly Convocation of Grand Chapter; "Grand Convocation" shall mean any Convocation of Grand Chapter; and "Convocation" shall mean a meeting of a Chapter or a Chapter U.D.
- (n) Vote—In the absence of a qualifying explanation in the Constitution as to method, "Vote" shall mean a show of hands.
- (o) "Recess of Grand Chapter" shall mean the period between the successive Annual Convocations.
- (p) "Summons" shall mean: (1) a written communication from the Scribe E. of a Chapter issued for the purpose of notifying the Members of a meeting, or (2) a written notice from the Grand Scribe E. to a Member either of a Chapter or the Grand Chapter ordering him to appear before: (a) his Chapter; (b) the Grand Chapter; (c) a Grand Chapter Officer; (d) the Executive Committee of Grand Chapter or a Standing Committee thereof.
- (q) "Posting" or "Mailing" shall mean depositing in one of Her Majesty's Post Offices properly addressed and with the required postage prepaid.
- (r) "Preliminary degrees" shall mean the degrees of Mark Master Mason and Most Excellent Master.

COMPOSITION

4. Subject to the provisions of the Constitution, the membership of Grand Chapter shall be composed of Companions who are Members in good standing of the constituent Chapters and who are in one of the following categories:

- (a) Past Z's; and
- (b) Z's, H's and J's.

5. Grand Chapter may on motion constitute any Companion of eminence and ability hailing from a Sister Grand Jurisdiction, an Honorary Member: Provided that such honorary membership shall be subject to his continued good standing as a Royal Arch Mason, and shall not confer the right of voting at Grand Convocations unless so declared by unanimous vote.

6. Suspension or expulsion of a Companion or Brother from a Craft Lodge shall *ipso facto* suspend or expel him from all Royal Arch privileges while such Craft disability continues; likewise, any Companion or Brother who remains unaffiliated for a period of twelve consecutive months with a Craft Lodge, or for six consecutive months with a Chapter, shall be disqualified from both Chapter privileges and Grand Chapter membership until he again becomes so affiliated: Provided that "Chapter" in this Section as applied to an Honorary Member shall be construed as meaning a Chapter of Royal Arch Masons within the Grand Jurisdiction from which he hails.

CHAPTER REPRESENTATION IN GRAND CHAPTER

7. Subject to the provisions herein contained, each Chapter shall be entitled to representation at Grand Convocations by its Z., H., and J., or should none of said officers be in attendance, then by the senior Past Z. thereof present: Provided that no Companion may represent more than one Chapter; and provided further that any Chapter which fails to file its current annual returns, including fees and dues, to Grand Chapter as required by the Constitution, or which is under suspension, shall not be entitled to representation during such default or suspension.

INHERENT POWER AND AUTHORITY

8. The Grand Chapter is the highest source of authority in Capitular Masonry in the Grand Jurisdiction and in it alone is vested the government, control, superintendence of, and the power of enacting laws, rules and regulations for the government of all Chapters and Lodges, including the regulation of the territorial jurisdiction of each Chapter and the division of the Grand Jurisdiction into Districts.

9. Grand Chapter has the inherent power of investigating, regulating, and finally deciding all matters relating to the Royal Arch degrees and the Most Excellent Master and Mark Master Mason degrees and, or, to the Chapters, Lodges and individual Companions and Brethren.

10. Grand Chapter under its seal, attested by the Grand Scribe E., grants:

- (a) under the signatures of the members of the Grand Council, Warrants for constituting Chapters and Lodges, and
- (b) under the signature of the Grand Scribe E., Dispensations for instituting Chapters and Lodges, and when expedient may suspend, revoke or annul each or any of said Warrants and Dispensations: Provided that Grand Chapter in Annual Convocation may confirm and continue, or refuse to confirm and continue, any such Dispensation or may grant, or refuse to grant, a Warrant of Constitution; provided further that no Dispensation or Warrant shall be granted for instituting or constituting Lodges independently of a Chapter.

11. Only Grand Chapter may withdraw a Warrant and erase the same or permanently change the name or meeting place of a Chapter: Provided that no Warrant shall be withdrawn or erased until the Z., H., and J. of the Chapter concerned shall have been summoned to show cause in Annual Convocation why such action should not be taken; provided further that no permanent change of name or meeting place shall be made without previous submission to and sanction of Grand Chapter in Annual Convocation.

12. Grand Chapter shall see that the authorized work, ceremonials and forms of the Royal Craft as prescribed by Grand Chapter are preserved, and that no deviation therefrom is permitted.

13. Grand Chapter:

- (a) decides all questions of Capitular Masonic law, usage and custom;
- (b) makes, alters and repeals at pleasure, laws for its government and the government and control of its own Members;
- (c) deals with all appeals that may be made either by individual Companions or Chapters, and, pursuant to the Constitution, reviews, alters, confirms, reverses or annuls their decisions.

14. Grand Chapter has the power of discipline, admonition, censure, and instruction over all Chapters and Companions; and, after due summons for trial or on appeal from a Chapter or Lodge, may expel, suspend, reprimand, relieve or restore an offending Companion or Brother: Provided that only Grand Chapter in Annual Convocation shall have the said power to expel or to restore.

15. Subject to the restrictions and in the manner set forth in the Constitution, Grand Chapter may delegate any

of its powers and authority outlined in the foregoing Sections.

GRAND OFFICERS

16.—(1) Subject to the exceptions and conditions hereinafter contained, the Grand Officers shall be as designated in this Section and shall be selected annually, either by election or appointment, from among the Members of Grand Chapter who are Past Z's: Provided that the Grand Tyler need not be a Member of Grand Chapter but shall be a Member of a constituent Chapter.

(2) The elective Grand Officers shall be as follows:

The Grand Z.
The Grand H.
The Grand J. } The Grand Council.
The Grand Treasurer.
The Grand Scribe N.
The Grand Principal Sojourner.
The Grand Registrar.

(3) The selected and appointed Grand Officers shall be as follows:

The Grand Scribe E.
The Grand Superintendents of Districts Nos. 1 to 6, inclusive,
and such other Districts as may be formed hereafter.
The Grand Senior Sojourner.
The Grand Junior Sojourner.
The Grand Director of Ceremonies.
The Grand Organist.
The Grand Pursuivant.
The Grand Historian.
The Grand Stewards (5).
The Grand Tyler.

RANK, PRECEDENCE AND TITLE

17.—(1) Subject to the provisions of the Constitution, the Grand Officers shall be entitled to rank and precedence in the order of their respective designations as set out in Section 16, except that in rank and precedence the Grand Superintendents of Districts shall follow, in order of number of their respective Districts, the Grand Council, and that in rank and precedence the Grand Scribe E. shall follow the Grand Treasurer unless he holds the rank of Most Ex.

(2) All Past Grand Officers shall rank next in order to the Grand Officers of the same rank currently in office: Provided that Past Grand Z's shall rank according to seniority next in order to the Grand Z. and before the Grand H.; and that the Past Grand Superintendents of Districts shall rank in seniority according to: (a) number of District, and (b) year of office.

18. Grand Superintendents of Districts shall not be entitled to past rank unless recommended therefor by the Committee on the Condition of Capitular Masonry and until such recommendation shall have been adopted by Grand Chapter.

19.—(1) Grand Chapter, in recognition of services or ability, may confer by a majority vote such rank upon any Member of Grand Chapter as it may deem appropriate: Provided that notice of a motion to confer such rank shall have been filed in writing by the proposer with the Grand Scribe E. prior to the thirty-first day of January preceding the Annual Convocation next following, and that the Chapters shall have been duly notified thereof by that Officer prior to the fifteenth day of March of the same year.

(2) Grand Chapter may confer by a majority vote such honorary rank and distinction upon any Member of a constituent Chapter as the latter may request in writing: Provided that: (a) notice of motion to file such request with the Grand Chapter shall have been given at a Regular Convocation and the Chapter Members informed thereof in the summons for the next Regular Convocation; (b) the said request shall have been approved by a majority vote of the Members present and voting at the latter Convocation; (c) such approved request, together with a certified copy of the portions of the minutes of said Convocations dealing with the said motion and notice thereof, shall have been filed with the Grand Scribe E. prior to the 31st day of January immediately preceding the next Annual Convocation; and (d) all Chapters shall have been notified thereof not later than the 15th day of March of the same year.

20. Subject to the provisions of Subsection (2), Section 19, Grand Chapter when conferring honorary membership shall indicate such rank, title and distinction with respect thereto as it shall deem appropriate.

21. A Past Z. of a constituent Chapter who affiliates with any other constituent Chapter shall be entitled to his rank according to seniority both in Grand Chapter and in the Chapter with which he affiliates.

22. A Companion who has attained the rank of Past Z. under any sister Grand Jurisdiction shall upon affiliation with any constituent Chapter be entitled to retain such rank in the Chapter with which he affiliates.

23. Subject to the provisions of Sections 19, 20, and 22, a Companion shall not be entitled to past rank in any office either in Grand Chapter or in a constituent Chapter unless and until he shall have served a full term of twelve months in such office: Provided that notwithstanding anything herein contained the said term shall be deemed to have commenced as at the date of the official announcement of his election or appointment at the annual election of officers and, provided his installation or investiture takes place within two months thereafter, the said term shall be deemed to have ended on the installation or investiture of his successor following the next ensuing annual election.

24. The following titles shall apply to present and past Officers of Grand Chapter as herein indicated:

- (a) "Most Excellent Companion" to the Grand Z. and all Past Grand Z's;
- (b) "Right Excellent Companion" to all other elected Grand and Past Grand Officers and the Grand and Past Grand Superintendents of Districts and the Grand Scribe E.;
- (c) "Very Excellent Companion" to appointed Grand and Past Grand Officers other than the Grand Scribe E.;
- (d) "Very Excellent Companion" to all elected and appointed members of the Executive Committee past and present.
- (e) "Companion" to the Grand Tyler.

25. The title "Excellent Companion" shall apply to the Z., H., and J. in office in a constituent Chapter or a Chapter U.D., and to him who shall have attained the rank of Past Z.

26. A Companion while serving in any office of a Chapter U.D. shall possess no rights outside of said Chapter, other than such as appertain to a Royal Arch Mason.

GRAND HONORS

27. The Grand Honors shall be accorded as follows:

- (a) nine for the Grand Z. and Past Grand Z's;
- (b) seven for all other elected Grand and Past Grand Officers, and Grand and Past Grand Superintendents of Districts;
- (c) five for the Grand Scribe E. and for appointed Grand and Past Grand Officers;
- (d) three for all other distinguished Companions.

GRAND CONVOCATIONS

28. The Annual Convocation shall:

- (a) be convened on a day in May set by the Grand Council;
- (b) commence at the hour of nine o'clock in the forenoon, and
- (c) in the absence of any accepted proposal as herein permitted for a different meeting place, be held alternately in the cities of Regina, Saskatoon and Moose Jaw; Provided that at any Annual Convocation a proposal or proposals may be filed pursuant to Section 45 as a temporary measure, for holding the next Annual Convocation at a point in the Grand Jurisdiction other than the city designated as aforesaid, and that such proposal or proposals shall be dealt with by ballot in accordance with Sec. 43; provided further that notwithstanding anything herein contained, if only one place of meeting be proposed as aforesaid, no ballot shall be required but the said proposal shall be submitted to Grand Chapter and by open majority vote be accepted or declined immediately following the report of the Scrutineers under Section 53.

29. Emergent Grand Convocations may be convened by the Grand Z.—or in his absence from the Grand Jurisdiction, by the officer authorized as hereinafter provided—whenever, in his judgment, necessary or expedient: Provided that:

- (a) the Grand Z. shall convene an Emergent Grand Convocation whenever requested to do so in writing by the Z.'s of twelve constituent Chapters and shall call the same within thirty days of the receipt by him of the application therefor;
- (b) seven clear days' notice of each Emergent Grand Convocation shall be issued to the Members of Grand Chapter setting forth the reason for calling the said Grand Convocation; and
- (c) no business shall be entered upon thereat except as stated in said notice.

30. The presence of the representatives of nine constituent Chapters together with at least one member of the Grand Council shall be necessary to open any Grand Convocation or to transact business, except on ceremonial occasions when the Grand Z., or his representative with a sufficient number of Companions to fill the Grand Chapter stations may open a Grand Convocation and perform the ceremony for which it shall have been called.

31. Except by permission of the Grand Z., no person other than a Member of Grand Chapter, may attend Grand Convocations; and no visitor shall speak to any question unless requested by the Grand Z. so to do; nor shall he on any occasion be permitted to vote.

32. The Grand Z. shall preside at all Grand Convocations: Provided that, except in the case of a Grand Convocation called for the performance of a ceremony as set forth under Section 30, in the event of the death, absence or disability of the Grand Z., any Grand Convocation shall be presided over by the senior Past Grand Z. or the elective Grand or Past Grand Officer next in rank and seniority who may be present; provided further that the powers of any "*pro tempore*" presiding Officer shall be the same as those of the regular presiding Officer; provided also that no Companion below the rank of Past Grand Z. shall assume the chair of the Grand Z. although he be entitled to rule Grand Chapter.

33.—(1) Each Grand Officer and other Companion in attendance at a Grand Convocation shall be clothed in accordance with his rank and station as a Royal Arch Mason.

(2) A Grand Convocation shall be declared open in "Ample Form" when the Grand Z. presides; in "Due Form" when the Grand H., the Grand J., or a Past Grand Z. presides, and at all other times in "Form".

34. Notwithstanding anything contained in this Constitution, it shall remain within the power of Grand Chapter in Grand Convocation assembled to take immediate action on any question where in the opinion of seventy-five per cent. of the Members present any emergency has arisen.

35. The order of business at each annual Convocation shall be as set out hereunder: Provided that, subject to the provisions of the Constitution the said order may be varied temporarily as to sequence by the Grand Z. or changed or suspended temporarily by a two-thirds vote of Grand Chapter members present and voting.

- (1) Opening Grand Chapter.
- (2) Reading minutes of previous Grand Convocations and, after approval by Grand Chapter, signing thereof by the presiding Officer.
- (3) Reception of: (a) distinguished visitors; (b) Grand Representatives of sister Grand Jurisdictions.
- (4) Reception of Grand Z's address, and reference to the Committee thereon.
- (5) Reading and reference, if any, of communications, petitions and appeals.
- (6) Reception and consideration of the following reports:
 - (a) of the Grand Treasurer;
 - (b) of the Grand Scribe E.;
 - (c) of the Grand Superintendents of Districts, and reference of the latter to the Committee on the Condition of Capitular Masonry;
 - (d) of the Grand Historian.
- (7) Reception and consideration of the reports of the Executive Committee and of the Standing Committees thereof, as follows:
 - (a) Executive Committee.
 - (b) Warrants and Dispensations.
 - (c) Printing and Supplies.
 - (d) Benevolence.
 - (e) Grievances and Appeals.
 - (f) Audit and Finance.
 - (g) Condition of Capitular Masonry.
 - (h) Education and Research.
 - (i) Custodians of the Work.
 - (j) Grand Z's address.
 - (k) Constitution, Laws and Jurisprudence.
 - (l) Applications for New Chapters.
 - (m) Territorial Jurisdiction.
 - (n) Mileage.
 - (o) Fraternal Dead.
 - (p) Fraternal Correspondence.
- (8) Not earlier than 12 o'clock noon:
 - (a) declaration closing nominations;
 - (b) report of Grand Scribe E. on nominations filed pursuant to Sections 44 and 45;
 - (c) report of Credentials Committee.
- (9) Election—pursuant to Sec. 49.
- (10) Adjournment of Morning Session.
- (11) Commencement of Afternoon Session, with the following Order of Business, namely:

I Reception and consideration of:

- (a) Further communications, petitions and appeals.
- (b) Notices of Motions.
- (c) Report of Scrutineers.
- (d) Reports of Standing Committees left over from Morning Session.
- (e) Reports of Special Committees.

II Consideration of Motions and General Business.**III Installation and Investiture of Grand Officers.****IV Closing Grand Chapter.****RULES OF BUSINESS PROCEDURE**

36. The following rules shall apply to the conduct of business of Grand Chapter at each Annual Convocation, namely:

(1) A Motion shall not be open to discussion unless and until regularly moved and seconded, stated by the presiding Officer, and delivered in writing to the Grand Scribe E.

(2) When a question is before Grand Convocation, no motion shall be in order except:

- (a) to lay on the table;
- (b) to postpone indefinitely;
- (c) to refer or recommit;
- (d) to amend;

and said motions shall take precedence in the order named: the first two shall be decided without debate.

(3) After a motion has been formally stated by the presiding Officer, it shall become the property of Grand Chapter and shall not be withdrawn without the consent of Grand Chapter.

(4) An amendment shall be germane; one that entirely changes the subject matter of the original motion shall not be considered as an amendment or substitute for the motion under debate.

(5) A speaker shall rise and address himself to the presiding Officer; except by the permission of the presiding Officer, he may not speak for more than ten minutes at any one time; no person shall speak twice on the same question, unless invited by the presiding Officer to answer a question or give an explanation, but this restriction shall not prevent the mover from exercising his right to close the discussion.

(6) Unless on a point of order, a speaker shall not be interrupted; the presiding Officer on his own initiative or at the request of a Member may call a speaker to order; and only after the point of order has been decided, may the speaker proceed.

(7) Should a Companion be twice called to order at the same Grand Convocation and again offend, the presiding Officer may command him peremptorily to leave Grand Chapter for the remainder of the Grand Convocation.

(8) No debate upon any question shall be permitted after a vote thereon has been called by the presiding Officer.

(9) The voting powers of Members of Grand Chapter shall be as outlined in Section 40: Provided that five Members may demand a ballot on any question before a Grand Chapter Convocation either before or after an open vote thereon; provided further that such ballot shall be taken and collected at once and that voting shall be based on the number of votes to which each Member present is entitled under Section 40 as shown by the register of the Committee on Credentials.

(10) Except as otherwise provided or required by the Constitution, all questions shall be decided by a majority vote of the Members present and voting: Provided that when voting, a Member shall hold up his right hand; provided further that if required by the presiding Officer, any vote shall be counted and recorded by the Grand Scribe E.; and provided also that, in addition to his own, the presiding Officer shall have a casting vote in the case of a tie.

(11) Except anyone who has voted with the majority, no Member shall be allowed to move for "Re-consideration" of any motion or resolution in this respect, the term "Majority" shall apply to the vote on which the question was first decided.

(12) Members of Grand Chapter shall be amenable to the ruling of the presiding Officer on all points of order in debate and shall also be subject to his orders in any case of un-Masonic conduct: Provided that any Companion shall have the right of appeal to Grand Chapter.

(13) When a Member appeals from the decision of the presiding Officer, he shall state briefly the grounds for his appeal; the presiding Officer shall then explain the reasons for his decision and without further debate, shall put the question, "Shall the decision of chair be sustained?"; when the vote shall have been taken, the decision of Grand Chapter shall be announced.

37. Should the proposer of a motion of which notice shall have been given, be not in attendance at the Grand Convocation at which such motion is to be considered, Grand Chapter may:

- (a) set it aside; or
- (b) consent to a postponement; or
- (c) permit another Member to introduce it.

38. The presiding Officer, at his discretion, may reject any motion if he deems such motion to be improper, unlawful or inconsistent with the ancient landmarks of the Royal Craft.

COMMITTEE ON CREDENTIALS

39.—(1) A Committee on Credentials composed of three or more Members of Grand Chapter shall be selected by the Executive Committee on the day preceding the Annual Convocation; the first named shall be chairman.

(2) Immediately after appointment, the Committee shall be furnished by the Grand Scribe E. with a book containing the names of all Companions entitled to vote together with the names and numbers of their respective Chapters.

40. The Committee shall:

- (a) after examination of all credentials, cause to be registered the names of the Companions in attendance and who are qualified to vote at the current Annual Convocation together with the number of votes each is entitled to cast at the election of Grand Officers and on any question to be decided by ballot pursuant to the Constitution;
- (b) determine the said number of votes on the following basis, namely: each Member of Grand Chapter shall be entitled to one vote and each Chapter represented shall be entitled to three votes; provided that if the Z., H., and J. of a Chapter be present, each of said Officers shall be entitled to one vote but if any one of them be absent, his vote shall be given to the senior of said Officers present; provided further that in the event of all said Officers being absent, the senior Past Z. of their Chapter in attendance shall be entitled to the said three votes in addition to his own;
- (c) close its registration books at 11:30 o'clock of the morning session of each Annual Convocation; immediately thereafter report to Grand Chapter and furnish the chairman of the Scrutineers with the names of the Companions who have registered together with the number of votes to which each is entitled.

41. The chairman of the Committee on Credentials shall be responsible for the prompt and faithful discharge of the duties of his Committee.

ELECTION AND APPOINTMENTS

42. The Grand Officers as designated in Sec. 16 together with the elective and appointive members of the Executive Committee as required under Subsection (2) Sec. 83, shall be chosen yearly at the Annual Convocation in the manner hereinafter provided, and, subject to the provisions of the constitution, shall hold office until the next Convocation and until their successors shall have been elected or appointed and installed or invested; vacancies and *pro tempore* appointments shall be dealt with pursuant to the Constitution.

43. Subject to the provisions of Section 28, the place of meeting for each next Annual Convocation shall be determined by ballot at the same time as the vote is taken

for the election of Grand Officers; the place for which the greatest number of votes is cast shall be regarded as the one selected.

44. The elective Grand Officers and the elective members of the Executive Committee shall be chosen by ballot after written nomination: Provided that notwithstanding anything herein contained, the Grand Superintendents of Districts shall be selected, subject to confirmation by the Grand Z., by open majority vote by the representatives and Past Z's of their respective Districts present, during the noon recess on the day of the Annual Convocation; provided further that the said representatives and Past Z's for each District shall be convened for such purpose by the retiring Grand Superintendent who shall also act as chairman and immediately following the said selection shall communicate the result to the Grand Scribe E.

45.—(1) Nominations as required under Sec. 44 as well as any proposal or proposals as to place of meeting submitted pursuant to Sec. 28 shall be made and signed by a member or members of Grand Chapter in the form prescribed by the Executive Committee, and shall be filed with the Grand Scribe E. not later than 12 o'clock noon on the day of each Annual Convocation at which hour the Grand Z. shall declare said nominations closed; a nomination for office shall not be in order unless the nominee be present at the current Annual Convocation or shall have given his consent thereto in writing.

(2) No Member's name shall be submitted to ballot for more than one office; a Member nominated for one or more offices may withdraw at any time before nominations are declared closed as provided hereunder, from any or all such nominations and in the event he does not withdraw, his name shall be submitted to ballot only for the senior office to which he shall have been nominated and is eligible.

(3) Notwithstanding anything herein contained, if only one nomination for any elective office has been filed and the name of the nominee submitted pursuant to this Section, no ballot shall be required and the Member so nominated shall be declared elected.

46. The Grand Z. during the first session of each Annual Convocation shall appoint a sufficient number of Scrutineers who shall not be Grand Officers or current nominees for Grand Chapter office, to take charge of the voting; he shall also name one of the said number to be chairman with duties as set forth in Section 49.

47.—(1) A supply of printed ballot papers sufficient for each election, shall be provided by the Grand Scribe E.

(2) Separate ballot papers of different colors shall be furnished for the election of each Grand Officer and the elective members of the Executive Committee, and shall contain:

- (a) a letter or figure showing the number of votes to be cast with each ballot paper;
- (b) the designation of the office or position to which the respective members have been nominated;
- (c) the numbers 1 to 6 in a vertical line on the left hand side of the ballot paper;
- (d) a space adjoining each number in which the member voting may write the name of his choice in the order of preference as herein-after set forth.

48. Immediately following the close of nominations as provided under Sec. 45, the Grand Scribe E. shall post or cause to be posted in one or more conspicuous places at or near the place provided for the registration of Members of Grand Chapter by the Credential Committee, a notice showing the names of all members nominated and the place or places, if any, proposed for holding the next Annual Convocation.

49.—(1) A Poll for the election shall be held at a place and at a time as directed by the Grand Z.; the Poll shall be opened following the close of nominations as provided under Sec. 45 and shall remain open until 2:30 o'clock in the afternoon of that day.

(2) The chairman of the Scrutineers shall have the charge and responsibility of conducting the election; he, or some other Scrutineer appointed by him, shall:

- (a) be present at the polling place at all times during the election;
- (b) personally deliver the ballot papers to those entitled to vote;
- (c) supervise the deposit of the ballots in the ballot box; and

(d) report the result of the election to the Grand Chapter pursuant to Sections 53 and 54.

50. Each Member of Grand Chapter in attendance at the Annual Convocation shall be supplied with one ballot paper for each of the elective Grand Officers, for the elective members of the Executive Committee and, if required, for the next meeting place of Grand Chapter, and no Member shall deposit more than one ballot paper in his personal right nor more than one ballot paper for the Chapter represented by him; any violation of this rule shall constitute a Masonic offence for which the Companion charged shall be tried summarily by a committee appointed by the Grand Z.; if found guilty, the Grand Z. shall reprimand such Companion or suspend him either for a definite or indefinite period.

51.—(1) Upon receiving the ballot paper as provided under Sec. 50, each Member shall mark the same in one of the following ways:

- (a) if there be only two candidates, the Member shall write the name of the candidate for whom he votes within the space on the ballot paper containing the figure 1;
- (b) if there be more than two candidates, the Member shall mark the ballot paper by writing the name of the candidate who is his first choice in the space on the ballot paper containing the figure 1, the name of the candidate who is his second choice in the space containing the figure 2 and so on in accordance with his further choice or choices in the spaces containing the figures 3, 4, 5 and 6; each Member voting may have as many choices, not exceeding six, as there are candidates, which choice may be transferable among the candidates as indicated by him on the ballot paper in the manner hereinbefore provided.

(2) The Member shall deposit his completed ballot in the ballot box under the supervision of the chairman of the Scrutineers pursuant to Sec. 49.

52. The result of the election shall be ascertained by the Scrutineers through the following procedure, namely:

- (a) If not more than two candidates shall have been nominated for any office, the candidate who receives the majority of the votes cast shall be deemed elected.
- (b) If more than two candidates shall have been nominated for any office, the Scrutineers shall first arrange the ballots in piles according to the name of each candidate marked with the figure 1; the number of ballots in each pile shall be counted and if any candidate be found to have a majority (more than one-half) of such first preference vote, he shall be deemed elected.

(c) If upon such count, no one shall have received a majority, the candidate who shall have received the lowest number of first preference votes shall be deemed to have been rejected; the Scrutineers shall then examine the ballots marked as a first preference for that candidate and shall ascertain and record the total number of second preference votes for each of the other candidates and said second preference votes shall be transferred and added to the total of the first preference votes of the other candidates; if one of such remaining candidates shall then have obtained a majority, he shall be deemed elected, but, if not, the candidate with the lowest number of votes after the said transfer shall be deemed rejected and the votes cast for the latter shall be transferred to the remaining candidates next in order of preference upon the said ballots but in no case shall a vote be transferred to a candidate who has been rejected as herein provided; if necessary, the said procedure shall be repeated until a candidate shall be deemed elected; provided that if after all transfers shall have been made, no candidate shall have a majority, the candidate with the highest number of votes as a result of said transfers shall be deemed elected; provided further that notwithstanding anything herein contained the two Companions who shall have received the highest number of votes in the election of members of the Executive Committee shall be deemed to be elected.

53. After the Scrutineers have ascertained the result of the election as provided under Sec. 52, they shall prepare and submit to the current Annual Convocation a report in writing showing:

- (a) The office or offices to which only one Member was nominated and the name or names of the Member or Members nominated to such office or offices.
- (b) The office or offices to which more than one Member was nominated and the name or names of the Member or Members who received a majority of the votes cast.
- (c) The names of the two Members who received the highest number of votes in the election of members to the Executive Committee.
- (d) If any election therefor, the name of the place selected for the next Annual Convocation.

54. The report required under Sec. 53 shall be presented to Grand Chapter as soon as practicable during the afternoon session of the Annual Convocation; the presiding Officer shall thereupon declare the Grand Officers and members of the Executive duly elected and shall order the ballots placed in the custody of the Grand Scribe E.

55. Subject to the provisions of the Constitution, all appointments with respect to Grand Officers, excepting the Grand Scribe E., Grand Chapter Committees and Grand Chapter Commissions shall be made and, as soon as practicable thereafter, announced by the Grand Z.

55. (a) The Grand Scribe E. shall be appointed and engaged from time to time by the Executive Committee which shall fix his salary, and benefits if any, define his duties and stipulate all other terms and conditions of his employment, all of which shall be in writing and signed by the members of the Executive Committee and the Grand Scribe E. so appointed and engaged. The terms of such appointment and engagement may from time to time be varied in writing and signed as aforesaid, subject to any express provision contained in any such written terms and conditions the duration of the Grand Scribe E's appointment and engagement shall be at the pleasure of the Executive Committee. And in defining the terms and conditions of employment of the Grand Scribe E., the Executive Committee may provide that he shall be answerable to it or to a representative or committee named by it. Provided however, that the definition of such duties or the stipulation of such terms and conditions shall not affect or be deemed to affect matters within the prerogative of the Grand Z.

QUALIFICATIONS, VACANCIES, ETC.

56. Except as otherwise provided in this Constitution, a Companion shall not be qualified to serve as a Grand Officer or as a member of the Executive Committee of Grand Chapter unless he is: (a) a Member in good standing of a constituent Chapter, and of Grand Chapter; (b) a Past Z.; and (c) a resident of the Grand Jurisdiction; provided that the said qualification "(c)" as to residence shall not apply to members of the Executive Committee who rank as Past Grand Z's.

57. Except for cause, a duly elected Grand Officer or elected member of the Executive Committee of Grand Chapter shall not be suspended or removed from office by the Grand Z.; any such suspension or removal with reasons therefor shall be reported by the Grand Z. to Grand Chapter at the next Annual Convocation and shall then be subject to ratification or otherwise by the Members of Grand Chapter present and voting.

(N.B. The term "Grand Officer" used in any Section hereafter in respect of a vacancy or prospective vacancy shall be deemed to

extend to and include all Grand Officers-elect, all appointee Grand Officers, and the appointive and elective members of the Executive Committee of Grand Chapter.)

58. Any Grand Officer may resign his office; and, except the Grand Z., any Grand Officer who resigns, dies, becomes disqualified under either Sections 56 or 57, or for any reason becomes incapable of performing the ordinary duties of his office, shall thereby vacate his office and the Grand Z. shall appoint an eligible successor to fill the vacancy until the next Annual Convocation or during such incapacity.

59. In the event of the absence from the Grand Jurisdiction, disability or death of the Grand Z., the immediate Past Grand Z. shall be empowered to assume the prerogatives and duties of the Grand Z. until the next election and installation of Grand Officers or during such incapacity: Provided that in the event of the inability of the immediate Past Grand Z. to act, the next Past Grand Z. in successive order of seniority shall be empowered to rule Grand Chapter as aforesaid; and provided further that should no Past Grand Z. be available and willing to assume said responsibility, the Grand H., or in his absence, the Grand J., shall forthwith summon an Emergent Convocation for the purpose of electing and installing a Grand Z.

INSTALLATION AND INVESTITURE

60. Prior to entering upon the exercise of the functions of his office, each Grand Officer shall take an obligation to support and maintain the Constitution, laws, rules and regulations of Grand Chapter.

61. The names of the Companions selected for the ensuing term as the appointed Grand Officers required under Section 16 shall be announced by the Grand Z. at the Annual Convocation at which he is installed, and, together with the Grand Superintendents of Districts and the Companions currently declared elected to Grand Office, they shall be installed and invested at said Annual Convocation.

62. Notwithstanding anything herein contained, should any Companion be absent from the Annual Convocation

at which he is chosen for Grand Chapter office or should he be appointed to a Grand Chapter office during the recess of Grand Chapter, he shall be installed or invested as soon as practicable under the authority of the Grand Z. by a Grand or Past Grand Officer; no Companion shall be installed by proxy.

POWERS, DUTIES, ETC., OF GRAND OFFICERS

THE GRAND Z.

63. Subject to the provisions of the Constitution, to the Grand Z. belongs all the executive and judicial functions of Grand Chapter during the recess of Grand Chapter and for such purposes he is empowered by Grand Chapter and it shall be his responsibility to:

- (a) preside at all Grand Convocations and to officiate at all ceremonies pertaining to Grand Chapter including the constitution of newly warranted Chapters, the consecration of Chapters and the dedication of Chapter property: Provided that no other Companion shall preside at or perform any Grand Chapter ceremony unless duly authorized to do so as the representative of the Grand Z.
- (b) exercise a general supervision over the Royal Craft in the Grand Jurisdiction.
- (c) immediately after his installation approve, or otherwise, the selection of Grand Superintendents of Districts made under Section 44, appoint the Grand Officers listed under Subsection (3) of Section 16, and, pursuant to Subsection (2) of Section 83, appoint members of the Executive Committee; at the Annual Convocation at which he is installed announce the names of said appointees, instal and invest, or cause to be installed and invested, the Companions present eligible for installation and investiture and issue directions for the installation and investiture of absentees.
- (d) examine new or revised bylaws and amendments to bylaws of constituent Chapters submitted for approval, and, if in accordance with the Constitution, give his approval thereto.
- (e) present at the Annual Convocation at the conclusion of his term of office, a written address or report enumerating therein all rulings and important official acts, including all suspensions and removals, and appointments made as required hereunder, together with such recommendations as he may deem necessary or expedient for the continued welfare of the Royal Craft.
- (f) act as Custodian of the Fidelity Bonds pertaining to the Grand Chapter officers.
- (g) see that his successor is duly installed in his stead.

64. The Grand Z. during the recess of Grand Chapter and subject to the provisions of the Constitution, is also empowered to:

- (a) grant under his hand and the seal of Grand Chapter attested by the Grand Scribe E., dispensations for the following purposes, namely:
1. upon receipt of a petition signed by nine Companions and recommended by the Committee on Applications for new Chapters, to authorize them, pursuant to Section 10, to meet as a Chapter or a Lodge for a specified period not extending beyond the next Annual Convocation.
 2. upon receipt through the Grand Scribe E. of a written application therefor, to enable any Chapter to:
 - I. Act upon an application for advancement and exaltation from an applicant who:
 - (a) has not resided for one year within its jurisdiction; or
 - (b) resides outside its jurisdiction.
 - II. Confer a degree pursuant to Sections 135 and 139.
 - III. Elect and, or, instal officers at a time other than that fixed by its by-laws, or to meet the contingency of no available Members of the Chapter being eligible for office under Paragraph 1 of Subsection (b), Section 121.
 - IV. Hold any function in the name of a Chapter or in the name of the Royal Craft.
 - V. To allow its Members to wear Royal Arch clothing at a public procession or festival, except for a Masonic funeral or the ceremony of laying a cornerstone.
 - VI. Meet temporarily at a place other than that set forth in its Charter.
3. to authorize the Grand Scribe E. to issue a Grand Chapter certificate to a Companion who has been admitted to a higher degree at a shorter interval than prescribed by the Constitution.
4. to relieve from Masonic disability upon such terms and conditions as he shall deem proper, a member of a Chapter whose Charter has been suspended or has lapsed.
- (b) appoint representatives of the Grand Chapter near sister Grand Jurisdictions, and receive and accredit representatives of sister Grand Jurisdiction near this Grand Chapter.
- (c) unless otherwise ordered by Grand Chapter or otherwise restricted by the Constitution, appoint the members of all Committees and Commissions of Grand Chapter.
- (d) command every Grand Officer and require him to attend him on his official visits; commission any Grand Officer to visit a Chapter and make a report thereon; also require any Grand Officer to attend him for the purpose of making a report and to make a report as to the former's official position, and to produce any documents and, or, correspondence in his possession that may relate to the business of Grand Chapter.
- (e) suspend from office for cause, any Grand Chapter officer or Chapter officer and to restore him after suspension.
- (f) fill vacancies and to make *pro tem* appointments with respect to Grand Chapter Officers, Committees and Commissions.
- (g) call emergent Grand Convocations as required under Section 29, and whenever he may deem such action necessary or expedient.

- (h) call a special meeting of any Grand Chapter Commission, preside over and direct its proceedings.
- (i) convene a Convocation of Chapter or Chapters at such time and place as he may designate, and in person, or by proxy, preside over and inspect the proceedings and work thereof.
- (j) summon any Chapter or Chapter officer to attend him and produce the Warrant, books, papers, and accounts of such Chapter.
- (k) subject to the provisions of Section 109, change the name or place of meeting, or both, of a constituent Chapter.
- (l) either personally or by a Committee or Commission of inquiry, investigate any subject of Masonic complaint which may be brought before him, and issue such orders and directions with respect to the attendance thereat and the production of such books and papers, including the Warrant, books and accounts of any Chapter, as he may deem necessary.
- (m) whenever such action appears to him necessary or expedient, suspend any Companion or Brother, or arrest the Warrant or Dispensation of any Chapter and suspend the operation thereof until the next Annual Convocation or for such shorter period as he may deem advisable: Provided that such action and the reasons therefor, which may include non-compliance with a summons to appear before him, together with his opinion respecting the taking of any further action shall be reported by him in writing to Grand Chapter at the next Annual Convocation.
- (n) direct that a charge be preferred in a Chapter having jurisdiction to try the same, against any Companion or Brother accused of a Masonic offence and if he considers it expedient, may order and commit the supervision of any ensuing Masonic trial to the Grand Superintendent of the local District or to any other Grand Officer.
- (o) entertain an appeal from the decision or action of a Grand Superintendent of a District or any other Grand Officer, and change or modify the said decision or action.
- (p) permit the "healing" of a candidate irregularly conducted through the ceremony of a degree.
- (q) require a strict compliance with the laws, rules and regulations of Capitular Masonry within the Grand Jurisdiction, and, subject to the right of appeal to Grand Chapter from his decision, decide all questions relating thereto.
- (r) exercise all other privileges and prerogatives not inconsistent with the Constitution.

65. The Grand Z. shall not be applied to or consulted officially concerning any matter connected with Capitular Masonry within the Grand Jurisdiction except through the Grand Scribe E.

66. Notwithstanding anything herein contained, the actions, rulings and decisions of the Grand Z. shall be subject to confirmation or otherwise by Grand Chapter at the next Annual Convocation.

67. Subject to the approval of the Executive Committee of Grand Chapter, the Grand Z. shall be entitled to receive his actual expenses for travelling on the business of Grand Chapter; provided that the total of such expenses for his term of office shall not exceed such amount as has been provided therefor in the budget or estimates adopted by Grand Chapter.

THE GRAND H.

68. It shall be the duty of the Grand H. to and he shall:

- (a) assist the Grand Z. as the latter shall direct, and exercise such executive or judicial functions as may be delegated to him by the Grand Z. and the Constitution;
- (b) serve, *ex officio*, as President of and preside at all meetings of the Executive Committee of Grand Chapter, and convene that Committee at such time and place as he may deem advisable and as the Constitution may require;
- (c) forward to the Grand Z. a written report of his official acts performed during the recess of Grand Chapter.

THE GRAND J.

69. It shall be the duty of the Grand J. to and he shall:

- (a) assist the Grand Z. as the latter shall direct, and exercise such executive or judicial functions as may be delegated to him by the Grand Z. and the Constitution;
- (b) serve as Vice-President of the Executive Committee of Grand Chapter, and in the absence of the Grand H., preside at its meetings;
- (c) forward to the Grand Z. a written report of his official acts performed during the recess of Grand Chapter.

THE GRAND SUPERINTENDENTS OF DISTRICTS

70.—(1) The Grand Superintendent of each District:

- (a) shall be selected in accordance with the provisions of Section 44;
- (b) shall be a Past Z. and a resident Member of a Chapter in the District for which he is selected;
- (c) on the occasion of his official visit, may preside and rule in every Chapter;
- (d) shall see that every Chapter in his District is working in the authorized manner, and that all returns and fees to Grand Chapter have been forwarded as required;
- (e) when specially authorized by Grand Chapter or by the Grand Z., shall investigate and report to the Grand Z. upon any subject of Masonic complaint or irregularity respecting Chapters or Companions within his District;

- (f) may summon any Chapter or Companions within his District to attend him, and may order the production of the Warrant, books, papers, and accounts of such Chapter; should said summons be not complied with or a sufficient reason given for non-compliance, he shall report the fact immediately in writing to the Grand Z.;
- (g) shall see that a proper record of the proceedings of any meeting held for the purpose of investigating a Masonic complaint or irregularity together with his decisions thereon, are transmitted to the Grand Z.; when, in his judgment, the case is sufficiently flagrant to justify suspension or arrest of a Warrant or the expulsion of a Companion, he shall make a special report thereon to the Grand Z.;
- (h) shall hold a District Meeting or Chapter of Instruction within his District, and may instruct any Chapter to call said meeting at such time and place as he may direct; no dispensation shall be required;
- (i) upon request, may appoint a competent Companion to instruct any Chapter in his District;
- (j) shall carefully scrutinize every by-law and, or, amendment to a by-law of which copies shall have been submitted to him pursuant to Subsection (2), Section 113, and forward same together with his remarks thereon promptly to the Grand Scribe E. for the approval or otherwise of the Grand Z.;
- (k) shall satisfy himself that the Companions recommended in the petition for a new Chapter in his District to serve as Z., H., and J. are duly qualified to perform their respective duties, may summon them to attend him for examination and, if found qualified, shall grant them certificates of qualification; and also shall ascertain whether or not every Chapter U.D. is adequately equipped with suitable furniture, paraphernalia, and regalia;
- (l) shall transmit a written report on the condition of Royal Arch Masonry in his District to the Grand Scribe E. for the information of Grand Chapter not later than the 15th day of March prior to the next Annual Convocation following his installation; provided that the said report shall include: (a) a list of all Chapters inspected; (b) a list of all Chapters instituted and, or, constituted since the last Annual Convocation; (c) a statement as to the progress made and the condition of each Chapter U.D., and (d) as an appendix thereto for submission to the Executive Committee of Grand Chapter, a statement of his expenses as permitted under Subsection (3) of this Section, together with any certificate or certificates required of him under Subsec. (1), Sec. 116.
- (m) pursuant to Section 44, during the noon recess of the Annual Convocation at the end of his term of office, convene a meeting of the Representatives and Past Z's of his District for the purpose of selecting an eligible Companion for recommendation as his successor, and report the result thereof promptly in writing to the Grand Scribe E.;

(2) Should the Companion chosen for the office of Grand Superintendent as provided under the immediately preceding clause (m) be the Z. of a Chapter and should the selection be confirmed by the Grand Z., such selection shall, *ipso facto*, operate to vacate his office of Z. and a

new election therefore shall be held by the Chapter concerned.

(3) Each Grand Superintendent of a District shall be entitled to receive from Grand Chapter his actual travelling expenses while officially visiting the Chapters in his District, the prescribed mileage fee when attending meetings of the Executive Committee of Grand Chapter, and such presentation as Grand Chapter may bestow.

THE GRAND TREASURER

71. It shall be the duty of the Grand Treasurer to, and he shall:

- (a) have custody of all the moneys and funds deposited from time to time by the Grand Scribe E. to the credit of Grand Chapter pursuant to Cl. (b), Section 73, and all such other moneys and funds as may be entrusted to him or may come into his possession as Grand Treasurer; provided that all moneys and funds received shall be deposited promptly in some regularly chartered bank selected by the Executive Committee, in the name of and to the credit of "The Grand Chapter of Royal Arch Masons of Saskatchewan";
- (b) disburse the said moneys and funds as Grand Chapter or other proper authority may direct by cheque only signed by himself as Grand Treasurer or by the Grand Z., the Grand Scribe E. and the Chairman of the Committee on Audit and Finance or by any two of them and then only on orders issued and signed by the Chairman of the Committee on Audit and Finance and countersigned by the Grand Scribe E.;
- (c) have custody of all notes, bonds or other securities that may be entrusted to him or may come into his possession as Grand Treasurer, deposit them promptly with some regularly chartered bank selected by the Executive Committee, and release and deliver the same only as directed by the said Committee;
- (d) keep such books, records and accounts and in such form as shall be prescribed by the Executive Committee; permit the inspection thereof at any time by any member of the Grand Council or of any Grand Chapter Committee authorized to inspect the same; close such books and accounts annually on the 31st day of March, and not later than one month thereafter surrender them for audit purposes to the Chairman of the Committee on Audit and Finance;
- (e) present to the Executive Committee and to Grand Chapter at each Annual Convocation, a report of his official acts as custodian of the funds and securities of Grand Chapter together with a statement of his Cash Receipts and Disbursements for the immediately preceding financial year of Grand Chapter in such form as the Executive Committee may require and duly certified by the Grand Chapter Auditor;
- (f) as directed by the Executive Committee and at the expense of Grand Chapter, furnish a bond for the faithful performance of his duties, and place such bond in the custody of the Grand Z.

72. In consideration of the satisfactory discharge of his duties, the Grand Treasurer shall be voted such remuneration as Grand Chapter in Annual Convocation may determine.

THE GRAND SCRIBE E.

73. Subject to the terms of his appointment and engagement as provided for in Section 55 (a) and excepting as varied thereby, it shall be the duty of the Grand Scribe E. to, and he shall:

- (a) take charge of all secretarial equipment appertaining to his office; and have the custody of: (a) the seal of Grand Chapter; (b) during the recess of Grand Chapter, all jewels, regalia, furniture, clothing, and paraphernalia thereof; (c) all suspended or dormant Charters, and (d) all Chapter property and effects which shall have been surrendered to Grand Chapter;
- (b) collect all moneys due and payable to Grand Chapter; keep a correct account thereof and forthwith deposit same in the chartered bank selected by the Executive Committee to the credit of Grand Chapter, and immediately thereafter mail or deliver to the Grand Treasurer a duplicate of the deposit slip duly certified by the bank;
- (c) countersign all orders issued on the Grand Treasurer by the Committee on Audit and Finance with respect to disbursements which in his opinion are properly authorized; see that the general nature of each disbursement is indicated on each order; and after due record, deliver same to the Grand Treasurer;
- (d) record all laws, acts and transactions of Grand Chapter; keep such books and records and in such form as the Executive Committee shall prescribe; permit the inspection thereof at any time by any member of the Grand Council or of any Committee authorized to inspect the same; close such accounts and books yearly on the 31st day of March and not later than one month following, surrender them for audit purposes to the Chairman of the Committee on Audit and Finance;
- (e) receive all Petitions, Memorials, and other papers pertaining to the affairs of Grand Chapter and lay them before the Grand Z. and at his direction present them to Grand Chapter and, or, other proper authority;
- (f) conduct the correspondence of Grand Chapter;
- (g) affix the seal of Grand Chapter, attested, if required, by his signature, to all Warrants of Constitution, certificates, and other documents issued by authority of Grand Chapter, the Grand Z., and Executive Committee in conformity with the Constitution, and sign and certify all other instruments as required by the Constitution, including Certificates of Membership, of Appointments and of Election to Grand Chapter office;

- (h) receive returns from the several Chapters, record them in the books of Grand Chapter and at the next Annual Convocation report the same to Grand Chapter;
- (i) keep a register of all members of constituent Chapters; and a record of the impression of the seal of any Chapter filed with him pursuant to Sections 130 and 153;
- (j) mail to all Chapters, to all Grand Officers, and to all members of the Executive Committee: (a) such information and papers with respect to the business of Grand Chapter as may be required by Grand Chapter, by the Grand Z., by the Grand H. or by the Executive Committee, including a list of all demissions, suspensions, expulsions, and restorations of which he shall have been notified by the several Chapters covering the year ended December 31st last; and (b) prior to the 15th day of March each year, copies of all notices of motion proposed to be introduced at the next Annual Convocation;
- (k) other than such as pertain to the office of the Grand Treasurer, receive, file and safely keep all reports, papers, books and documents of Grand Chapter;
- (l) attend the Grand Z. as and when required, and produce to him such books, records and paper as he may direct; also from time to time furnish the Executive Committee of Grand Chapter and the Grand Superintendents of Districts with such documents and information as they may require;
- (m) issue summonses for all Grand Convocations and for all meetings of the Executive Committee (of which Committee he shall serve, *ex officio*, as secretary), and for any other Committee or Commission as directed by Grand Chapter, by the Grand Z., by the Executive Committee or its President, and attend and take minutes of their proceedings;
- (n) present to the Executive Committee and to Grand Chapter at each Annual Convocation a full report of his official acts together with a statement as directed by the Executive Committee, of his cash receipts and disbursements showing the general source whence such receipts were derived, information covering returns from the Chapters, including such as are in arrears to Grand Chapter or which have neglected or refused to comply with the Constitution; make available at each Annual Convocation all books, records and necessary papers pertaining to his office; and report all unfinished business and present all such other matters as may properly come within his province;
- (o) as soon as practicable following the close of each Annual Convocation, prepare and superintend the publication of the proceedings thereof proper to be written and published, and mail one copy to each Grand Officer and to each member of the Executive Committee of Grand Chapter, and two copies to each Chapter;
- (p) perform all other duties appertaining to his office as Grand Chapter may impose;
- (q) as directed by the Executive Committee and at the expense of Grand Chapter, furnish a bond for the faithful performance of his duties, and place same in the custody of the Grand Z.

THE GRAND SCRIBE N.

75. It shall be the duty of the Grand Scribe N. to assist, when called upon, the Grand Scribe E. in the discharge of his duties at Grand Convocations.

THE GRAND PRINCIPAL SOJOURNER

76. It shall be the duty of the Grand Principal Sojourner to see that the Grand Senior and Grand Junior Sojourners perform their respective duties, and to report the names of all visitors who seek admission to Grand Convocations.

THE GRAND REGISTRAR

77. The Grand Registrar shall perform such duties as the Grand Z. may require.

THE GRAND SENIOR SOJOURNER

78. It shall be the duty of the Grand Senior Sojourner to allow none to enter Grand Chapter unless properly clothed as a Royal Arch Mason and duly qualified.

THE GRAND JUNIOR SOJOURNER

79. It shall be the duty of the Grand Junior Sojourner to see that the portals of Grand Chapter are properly guarded, and to report all visitors and communications to the Grand Principal Sojourner.

THE GRAND HISTORIAN

80. The Grand Historian shall compile from time to time and preserve a record of all matters connected with the history of Grand Chapter, and report to that body at each Annual Convocation.

THE GRAND TYLER

81.—(1) It shall be the duty of the Grand Tyler to guard the entrance to Grand Chapter, to see that all visitors are duly vouched for before being reported, and that decorum is preserved at the entrance to Grand Chapter.

(2) Unless otherwise ordered by Grand Chapter, the Grand Tyler shall be paid the sum of five dollars in consideration of his services at each Grand Convocation.

ALL GRAND OFFICERS

82. It shall be the duty of all Grand Officers to perform such duties, additional to those herein set forth, appertaining to their respective offices, in conformity with the Constitution, as shall be required from time to time by the Grand Chapter or the Grand Z.

THE EXECUTIVE COMMITTEE

83.—(1) Subject to the rights and prerogatives of the Grand Z. herein contained and to the provisions of the Constitution, the Executive Committee of Grand Chapter shall have the general care and administration of all the business of Grand Chapter.

(2) The Committee shall be composed of the Grand Z., all Past Grand Z's, the Grand H., the Grand J., the Grand Superintendents of Districts, the Grand Scribe N., the Grand Treasurer, the Grand Principal Sojourner, the Grand Registrar, and four other members of Grand Chapter of whom two shall be elected annually by Grand Chapter at the Annual Convocation and two shall be appointed annually by the Grand Z. immediately following his installation.

84. The President, or presiding officer, of the Committee shall be the Grand H., and in his absence, the Grand J. who shall be Vice President, or in the absence of both a chairman selected by the Committee shall preside; the Grand Scribe E. shall be, *ex officio*, the secretary of the Committee.

85.—(1) The Committee shall meet:

- (a) immediately after the close of each Annual Convocation for the purpose of selecting from among its membership the several Standing Committees provided hereunder and the transaction of such other business as may properly come before the Committee;
- (b) each year on the day before the Annual Convocation at an hour and place named by the president; and
- (c) at such other time or times as the latter or the Grand Z. may require.

(2) Seven members of the Committee shall constitute a quorum.

(3) All questions brought before the Committee shall be decided by a majority vote of the members present and

voting; the presiding officer shall have a second vote in case of a tie.

(4) In preference to other business, the Committee shall undertake the consideration of any special matter which may be referred to it by the Grand Z. or by Grand Chapter.

(5) Unless it be in writing and be signed by the person or persons addressing the Committee, no recommendation, petition or representation of any kind shall be received and, or, considered by the Committee.

(6) All communications from the Committee shall be in writing.

(7) All transactions and resolutions of the Committee shall be entered in a Minute Book by the secretary; the record of the proceedings of each session shall be read at the close thereof and, if approved, shall be signed by the presiding officer.

86.—(1) The Standing Committees of the Executive shall:

- (a) be as follows: Grand Z's address; Benevolence; Audit and Finance, Grievances and Appeals; Warrants; Condition of Capitular Masonry; Constitution, Laws and Jurisprudence; Fraternal Dead; Printing and Supplies; Fraternal Correspondence; Mileage; Applications for New Chapters; Custodians of the Work; Territorial Jurisdiction; Education and Research;
- (b) each consist of three or more members of the Executive Committee; the first named shall be chairman, and a majority shall form a quorum;
- (c) each report through the Executive Committee at each Annual Convocation, except the Committee on the Grand Z's address which shall report directly to Grand Chapter.

(2) Special Committees shall be chosen as and when required by the Executive Committee from among the members thereof, and each Special Committee shall report to said Committee.

(3) Pursuant to Section 39, the Executive Committee shall select the Committee on Credentials.

87. The Executive Committee shall:

- (a) have charge of the finances of Grand Chapter; shall examine all accounts and claims against Grand Chapter, and, if found correct, shall issue through the Grand Scribe E. written orders directing payment by the Grand Treasurer;
- (b) supervise the investment of the surplus funds of Grand Chapter;

- (c) have power to draw upon the funds of Grand Chapter for benevolent purposes: Provided that the total sum requisitioned for that purpose between any two consecutive Annual Convocations shall not exceed ten per cent. of the total per capita dues received under Sec. 93 during such period;
- (d) have full power to inspect all books and papers relating to the accounts of Grand Chapter, and by rules and regulations, prescribe the manner in which the books, money, funds, and accounts thereof shall be kept, and report such rules and regulations to the Grand Chapter;
- (e) pursuant to Sec. 96, prepare from time to time such forms as in its opinion may be desirable or necessary for the transaction of the affairs of Grand Chapter and the constituent Chapters, and supervise the printing and distribution of such forms;
- (f) have full power to summon any Officer or Companion in possession or having custody of books, papers, documents, or accounts belonging to or relating to Grand Chapter, to appear before the Committee, and to give such direction with respect thereto as may be deemed expedient;
- (g) examine and compare or cause to be examined and compared, the books, papers, vouchers, and accounts of the Grand Treasurer and the Grand Scribe E.; examine the yearly reports of the said Officers and the Auditor of Grand Chapter and submit said reports to the Annual Convocation together with such additional information covering the financial affairs of Grand Chapter as the Committee may consider necessary or advisable;
- (h) submit to Grand Chapter at each Annual Convocation, an estimate—set out under general headings—for the current financial year of cash receipts and disbursements as well as of revenue and expenditures, and recommend provision for such expenditures as the Committee deems necessary for the expenses of Grand Chapter: Provided that no appropriation of the moneys and funds of Grand Chapter shall be made without previous reference to the Executive Committee.
- (i) direct the acquisition of the Fidelity Bonds required with respect to Grand Officers, and see that said Bonds are placed in the custody of the Grand Z.;
- (j) subject to the approval of Grand Chapter, supervise the division of the Grand Jurisdiction into Districts comprising no fewer than two Chapters each, and to assign the boundaries of such Districts;
- (k) subject to the approval of Grand Chapter and to the provisions of the Constitution, have the power to define the territorial jurisdiction of each constituent Chapter;
- (l) have the direction of all matters relating to the furniture, regalia and paraphernalia of Grand Chapter;
- (m) cause the necessary preparations to be made for Grand Convocations.

88. The Executive Committee shall appoint annually an auditor, or firm of auditors, the status of whom shall be that of Chartered Accountant, whose duty shall be to audit

and examine the books, records, securities, papers, accounts, and vouchers of the Grand Treasurer and the Grand Scribe E. for the financial year in which such appointment is made, and file, not later than May 1st immediately following the end of said period, copies of his or their audit report and financial statements for the said financial year with the Grand Z. and, on behalf of the Executive Committee, with the Grand Scribe E.; the Executive Committee shall determine the remuneration of the auditor.

89.—(1) The Executive Committee shall have authority to hear and determine all Masonic complaints, other than Masonic offences, respecting Chapters and, or, individual Members.

(2) The Committee may summon any of the members of a Chapter or any Companion to appear before it for the purpose of enquiry, and may order the custodian of the Warrant, books, papers and accounts of the Chapter to produce the same: Provided that if such order be disobeyed and sufficient reason for non-compliance be not given, the offending Chapter or Companion may be suspended by the Grand Z.; and provided further that in case of any complaint affecting a member of the Executive Committee, or the Chapter to which he belongs, such member shall withdraw while the Committee considers such complaint.

(3) A full report of the proceedings of the Committee with respect to all cases of complaints shall be recorded in a proper book, and the said record of proceedings and judgment of the Committee shall be reported for approval or otherwise to Grand Chapter at the next Annual Convocation.

90. Subject to the provisions herein contained, the travelling expenses of the members of the Executive Committee incurred within the territorial jurisdiction of Grand Chapter in attending meetings of said Committee shall be paid out of the funds of Grand Chapter; provided that a claim for expenses of a member for any meeting shall not exceed an amount equivalent to $7\frac{1}{2}$ cents for each mile travelled one way by him from the location of the Chapter in Saskatchewan of which he is a member to the

place of said meeting; and provided further that in the event of a claim for expenses with respect to any meeting of the Committee held in conjunction with the Annual Convocation, the member concerned was in attendance at such Annual Convocation.

91. The Executive Committee shall submit annually to Grand Chapter at the Annual Convocation a full and complete report of all its proceedings and activities since its report at the last Annual Convocation.

FEES, DUES AND COMPENSATION

92. Grand Chapter shall determine the amount of the fees and dues payable from time to time to Grand Chapter by constituent Chapters and Chapters U.D.

93. The following fees and dues shall be payable to Grand Chapter and shall accompany the application or return to which they respectively relate, namely: for

Dispensation for a new Chapter	\$35.00
Warrant of Constitution	35.00
New Warrant to replace loss	10.00
Life Membership (pursuant to Sec. 146)	10.00
Dispensation to confer a degree at shorter interval than prescribed by Constitution—per candidate	1.00
Dispensation for any other purpose	1.00
Registration of each candidate for Exaltation on his admission to M.M.M.'s Lodge, including Grand Chapter Certificate	4.00
Grant Chapter Certificate to replace loss	1.00
Registration of a Companion previously registered, on joining a Chapter	1.00
Registration of a Companion from another Grand Jurisdiction, joining a Chapter	1.00
Annual dues for each Chapter member, payable December 31	1.50
Dues for each member of Chapter U.D., covering first year only50
Each copy of Book of Constitution	1.00
Each copy of Book of Ceremonials	1.00

94. The fee for Exaltation to the Supreme Degree of the Holy Royal Arch, including the preliminary degrees, shall be not less than thirty dollars.

95. The dues of a Chapter which has suffered loss by fire or windstorm shall not be remitted unless the furniture and jewels of the said Chapter were insured at the time of such loss.

FORMS

96. The Executive Committee of Grand Chapter shall approve from time to time such forms as in the opinion of the Committee may be desirable for the transaction of the affairs of Grand Chapter and the constituent Chapters; the said forms shall conform to the provisions of the Constitution and until altered or repealed shall be the only forms recognized and used in this Grand Jurisdiction.

GRAND CHAPTER REGALIA

97. The apron for present and past Grand Officers shall have an indented crimson and purple border four inches in width and shall be trimmed with gold lace and fringe—the border of the flap to be two inches wide, and the triangle, linings and strings, and ribbons suspending the tassels to be purple; the emblem of office shall be embroidered in the centre of the apron within a wreath for elected Officers, and within a circle for appointed Officers.

98. The sash of present and past elected Grand Officers shall be a tricolor ribbon of purple, crimson and pale blue, four inches wide with gold fringe or bullion at the ends.

GRAND CHAPTER JEWELS

99. The following shall be the jewels of the Grand Officers as indicated under their respective headings, namely:

Grand Z.:

A crown irradiated between the legs of a pair of compasses, the points resting on a triple triangle.

Grand H.:

The All-Seeing Eye irradiated between the legs of a pair of compasses, the points resting on a triple triangle.

Grand J.:

The Volume of the Sacred Law irradiated between the legs of a pair of compasses, the points resting on a triple triangle.

Grand Superintendents of Districts:

A small triangle irradiated in a double triangle inclosed within a circle on a triangle.

Past Grand Superintendents of Districts:

The same jewel as for the Grand Superintendents of Districts, omitting the small triangle irradiated.

Grand Treasurer:

The key within a triangle.

Grand Scribes E. and N.:

Cross pens with a tie within a triangle.

Principal Sojourners of Grand and Constituent Chapters:
A square irradiated within a triangle.**Grand Registrar:**

A scroll on a pen within a triangle.

Assistant Sojourners of Grand and Constituent Chapters:
A square within a triangle, not irradiated.**Grand Sword Bearer:**

Cross swords, with a tie, within a triangle.

Grand Masters of Veils:

Cross batons, with a tie, within a triangle.

Grand Standard Bearer:

A standard with a triple tau in the centre, with a triangle.

Grand Director of Ceremonies:

Cross wands with a wreath, within a triangle.

Grand Organist:

A lyre within a triangle.

Grand Pursuivant:

Cross swords and wand, with a coat of arms, within a triangle.

Grand Stewards:

A triangle.

Grand Tyler:

A sword.

Past Grand Officers:

Except Past Grand Superintendents of Districts, the jewel appertaining to their respective offices set in a circle.

100. The jewel of office worn by present and past Grand Z's as well as the jewels of office of the Grand H. and the Grand J. may be suspended from a chain collar of gold or other metal gilt; the jewels of office worn by other elected Grand Officers may be suspended from a ribbon collar of three colors, namely: purple, crimson and pale blue, four inches wide, edged with gold lace and fringe;

the jewels of office worn by appointed Grand Officers may be suspended from a similar ribbon collar of narrower width.

101. Except the jewels and emblems appropriate to Grand Representatives of sister Grand Jurisdictions and the insignia of the Military, no honorary or other jewel or emblem which does not appertain to or is inconsistent with the degrees recognized and acknowledged by Grand Chapter shall be worn at any Grand Convocation.

MISCELLANEOUS

102. Subject to the provisions of the Constitution, upon approval of the chairman of the Committee on Audit and Finance, the members of all Committees appointed by Grand Chapter or the Grand Z. shall be paid their actual expenses in the performance of their duties.

103. The financial year of the Grand Chapter shall close at midnight on the thirty-first day of March; the financial year of each constituent Chapter shall end at midnight on the thirty-first day of December.

104.—(1) Every Chapter or Companion affected by any ruling, decision or action of the Grand Z., the Grand Superintendents of Districts, the Executive Committee of Grand Chapter, or any subordinate authority, shall be duly served with notice of such ruling, decision or action and shall have the right of appeal therefrom to Grand Chapter.

(2) Notice of appeal shall be filed in writing by the appellant with the Grand Scribe E. within twenty-one days after the notice of such ruling, decision or action shall have been served upon him, and the appeal shall be presented to Grand Chapter by the Executive Committee.

105. Rules of Procedure, re trials for Masonic offences, shall be the same as those adopted by the Grand Lodge of A.F. & A.M. of Saskatchewan.

106. The Constitution may be amended or altered at any Annual Convocation by a two-thirds vote of the Members present and voting: Provided that:

- (a) notice in writing stating distinctly the proposed amendment shall have been given at the preceding Annual Convocation or shall have been filed with the Grand Scribe E. before the 31st day of January preceding the Annual Convocation at which the proposed amendment is to be considered;
- (b) a copy of the proposed amendment is mailed to each Chapter and to each Member of Grand Chapter prior to the 15th day of March immediately following said date and also published in the notice paper; and
- (c) any proposed amendment to the Constitution which has been rejected by Grand Chapter shall not be reconsidered at any time within five years after such rejection unless leave be given by a resolution passed by a two-thirds vote of the Members of Grand Chapter present and voting without debate.

107. All forms, rules, regulations and approved rulings, together with any Constitution and amendments thereto, heretofore adopted by Grand Chapter are hereby repealed and the provisions of this Constitution are substituted therefor.

GOVERNMENT OF CONSTITUENT CHAPTERS AUTHORITY, POWERS, AND JURISDICTION

108. Every Chapter shall:

- (a) operate under a Warrant or Charter which shall be and remain the property of Grand Chapter, or, pending the issue of a Warrant, under a Dispensation from the Grand Z.:
- (b) not be named after a living person;
- (b) be constituted and consecrated pursuant to Clause (a), Section 63;
- (d) have precedence according to the number of its Warrant as registered in the books of Grand Chapter.

109. A Chapter shall not be transferred permanently from one centre to another unless Grand Chapter, by a majority vote, shall have changed the name or place of meeting of said Chapter and have directed the Grand Z. to have the necessary changes made in the Charter and the matter of such changes shall have been brought before Grand Chapter, only:

- (a) Upon the request of the Chapter concerned, which request shall have been made only after a seventy-five per cent. approval vote of the Companions present and voting at a Regular Convocation of said Chapter; or
- (b) Upon the request of the Grand Z. with the approval of the Executive Committee of Grand Chapter: Provided that the Grand Z. may on request of a Chapter or on his own initiative with the unanimous

concurrence of the Grand Council, change the name or place, or both, of such Chapter; but all such changes shall be submitted to and considered by Grand Chapter at its next Annual Convocation and shall be final only after confirmation by Grand Chapter.

110. Each Chapter shall have the power and authority:

- (a) to make and amend bylaws for its own government provided they be not incompatible with the general laws of the Royal Craft or this Constitution;
- (b) subject to appeal to Grand Chapter, to discipline its members and all Companions and Brethren residing within its jurisdiction;
- (c) based on decisions of a majority of its members present and voting at any Regular Convocation, to give instructions to its Z., H., and J., or other duly appointed representatives, concerning any matter or matters to come before the Grand Chapter at its next Convocation;
- (d) to perform such other acts and exercises such other privileges as are set forth in its Warrant or Dispensation and as are contained in the Constitution.

111. The territory over which each Chapter shall have jurisdiction shall be allotted by the Committee on Territorial Jurisdiction, and such allotment shall take effect only after approval by Grand Chapter; provided that in cities and towns where more than one Chapter exist, such Chapters shall have concurrent jurisdiction except that each Chapter shall have exclusive jurisdiction over its own members.

112.—(1) A Chapter shall be deprived of its Grand Chapter privileges, including representation at Grand Convocations, its Warrant shall revert to and be surrendered to Grand Chapter, and its seal, records, regalia, paraphernalia, and other property shall be forfeited and delivered to Grand Chapter in the event of any one or more of the following, namely:

- (a) as a result of voluntary application to Grand Chapter, it is granted suspension or discontinuance of operations as a Chapter;
- (b) its membership becomes less than nine;
- (c) it fails to convene for one year;
- (d) its returns and payments to Grand Chapter as required by the Constitution remain in default for more than one year: Provided that prior to the withdrawal of its Warrant and the forfeiture of privileges and property as aforesaid, the Z., H., and J. shall have been summoned as directed by the Grand Z. to show cause to the contrary, when at the direction of the latter the provisions of this Section may be suspended.

(2) Any Chapter or Chapter Officer that fails to comply in whole or in part with the requirements of the immediately preceding Subsection shall be liable to discipline as directed by the Grand Council.

(3) A Warrant surrendered pursuant to Subsection (1) of this Section may be restored by Grand Chapter upon receipt of a petition signed by at least nine former members of the Chapter concerned.

BYLAWS

113.—(1) The bylaws of every Chapter as authorized under Sec. 110 shall be fairly written or printed in a book and delivered to the Z. at his installation: Provided that said bylaws and every amendment thereto shall:

- (a) have been approved by the Grand Z. pursuant to Subsection 2 hereof;
- (b) be subscribed to by each member to whom a printed copy shall be furnished at the time of his admission;
- (c) be accessible to Chapter members at all reasonable times; provided further that a printed copy together with a copy of each and every amendment shall be filed with the Grand Scribe E.

(2) Every new bylaw and every amendment to an existing bylaw passed by a Chapter shall not be in force and effect unless and until:

- (a) submitted in duplicate, in the form of certified extracts from the minutes of the Chapter, to the Grand Superintendent of the District;
- (b) forwarded by him together with his remarks thereon, to the Grand Scribe E.; and
- (c) approved by the Grand Z.

114.—(1) Each Chapter U.D. pending the granting of a Warrant or Charter, shall select for its government by resolution a code of approved bylaws currently in use by any Chapter.

(2) Every new Chapter upon receiving its Warrant shall at the next Regular Convocation thereafter:

- (a) appoint a Committee to draft bylaws for its government;
- (b) proceed without unnecessary delay to adopt and ratify the same and, after certification by the Z. and Scribe E., and, pursuant to Subsection (2), Sec. 113, submit them for approval.

CHAPTERS UNDER DISPENSATION

115.—(1) Every application for a Warrant to hold a new Chapter shall be by petition to the Grand Z. upon the form prescribed by Grand Chapter, signed by no fewer than nine Companions in good standing, and shall set forth:

- (a) the name and location of the Chapter of which each petitioner is or was a member;
- (b) the proposed name, place and days of meeting;
- (c) the names of the Companions selected to occupy the offices of Z., H., and J.

(2) The petition referred to in Subsection (1) shall undertake on behalf of the proposed new Chapter to conform strictly to the Constitution, laws, rules, regulations and orders of Grand Chapter.

(3) The said petition shall be transmitted to the Grand Scribe E. who shall refer it to the Committee on Applications for New Chapters; without undue delay the said Committee shall return it to the Grand Scribe E. with a recommendation, or otherwise, to the Grand Z. to issue the desired Dispensation pursuant to Section 64: Provided that if, in the opinion of the Grand Z., the report of the said Committee be unduly withheld, he shall have the power to waive such recommendation and proceed with the issue of a Dispensation.

(4) Should the prayer of the petitioners be granted, the Grand Z. may issue a Dispensation authorizing the petitioners to meet as a Chapter and to open and hold Lodges of Mark Master and Most Excellent Master Masons until the next Annual Convocation.

116.—(1) A Chapter U.D. shall apply for a Charter at the first Annual Convocation convened after its organization and shall submit to Grand Chapter through the Grand Scribe E. a record of its operations together with the Minute Book, Register, and other books of the Chapter for examination; the Grand Superintendent of the District shall report to Grand Chapter the progress made by such Chapter including his opinion as to the proficiency of its officers and a certificate as to whether or not it is equipped with suitable and adequate furniture, paraphernalia and regalia.

(2) A Chapter U.D. shall not transact any business except that permitted under its Dispensation, and shall be governed by the Constitution and regulations of Grand Chapter.

(3) The officers of a Chapter U.D. shall not be installed or invested.

117. Immediately following the granting of a Warrant or Charter as provided hereunder, a Chapter shall be entitled to representation at Grand Convocations pursuant to Sec. 7.

CONVOCATIONS

118.—(1) Each Chapter shall provide in its bylaws for the convening of Regular Convocations — not more often than once each month and at least once in every three months — on the day specified therein and at an hour set by its Executive Committee: Provided that should the said day in any month be a public holiday, the day before Christmas or the day before New Year's or Grand Convocation, the Regular Convocation shall be called for the usual hour any day, at the discretion of the Z., other than a public holiday during the week preceding or following the regular day, and no dispensation from Grand Chapter shall be required.

(2) A Chapter of Emergency may be convened at any time at the direction of the Z. or upon the written request of nine members of the Chapter: Provided that no business shall be transacted other than as specified in the summons for said Convocation.

(3) A summons for each Convocation shall be issued under the direction of the Z. and shall be served upon the members seven clear days before the meeting; the posting or personal delivery of a summons shall be deemed to be adequate service thereof.

(4) Lodges of Mark Master and Most Excellent Masters may be held without the ceremony of opening the Chapter, and shall be subject to the regulations herein provided for Chapter Convocations in so far as they may appertain.

119.—(1) A Chapter Convocation shall be opened only when at least nine Companions are present of whom seven shall be members of the Chapter, including the Z., or the H., or the J.; in the absence of the Z., or a Past Z., the H., or in the latter's absence, the J. may declare the Chapter open for the transaction of business but not for conferring the Royal Arch degree.

(2) A Companion below the rank of Past Z. shall not assume the Z.'s chair.

(3) Each Companion in attendance at a Chapter Convocation shall wear the clothing appropriate to his rank and station as a Royal Arch Mason.

(4) Only the work as authorized by Grand Chapter shall be practised or administered in any Chapter or Lodge.

(5) Except the conferring of the Master Mason and Most Excellent Master degrees, all business, including balloting, shall be transacted in Chapter Convocation.

(6) Every Companion who is a member in good standing of a Chapter shall be entitled to one vote at all Convocations of said Chapter.

(7) All voting at Chapter Convocations shall be by show of hands except where the Constitution or the Chapter bylaws require a ballot or where the Chapter votes without debate for a ballot.

(8) A Companion shall not violate the secrecy of the ballot on candidates for admission by stating how he voted or intended to vote, or by endeavouring to ascertain how a Companion voted, or by revealing a Companion's vote: Provided that in the case of a Masonic trial, where the charge laid relates to a ballot for admission, any Companion may disclose how he voted.

(9) Unless the bylaws provide otherwise, a motion disposed of at a Chapter Convocation shall not be reconsidered or rescinded unless notice accordingly be given at a Regular Convocation and inserted in the summons for the next Regular Convocation.

(10) Should any Companion disturb the harmony of the Chapter, be admonished therefor by the Z. and persist in irregular conduct, the Z. may order him to leave the Chapter and may suspend him for disobedience of such

order pending appropriate action by the Grand Superintendent of the District to whom the suspension with reason therefor shall be reported forthwith.

(11) A Chapter Convocation convened and opened pursuant to Subsection (1) hereof or a lodge thereunder convened and opened shall not be adjourned from day to day or from one meeting to another, and shall be opened and closed in regular form.

VISITORS

120.—(1) A Companion shall not be admitted as a visitor to any Chapter unless he:

- (a) is properly vouched for, or unless after strict examination by two skilled Companions, he shall have been found worthy of admittance; and
- (b) shall have registered his name in the visitors' book of the Chapter: Provided that a Mark Master Mason or a Most Excellent Master in good standing shall have the right to visit a Lodge according to the degree conferred upon him.

(2) A visitor shall be subject to the bylaws of the Chapter visited.

(3) An unaffiliated Companion shall not have the right to visit more than once during the period of his non-affiliation, any Chapter in the territorial jurisdiction of which he may reside.

OFFICERS

121 The officers of a Chapter shall:

- (a) be as follows: Z., H., and J.; Treasurer; Scribe E.; Scribe N.; Principal, Senior and Junior Sojourners; Masters of the First, Second, Third and Fourth Veils; and Tyler; said Officers shall also serve respectively, according to seniority and as required, as the Master and Wardens and their subordinates of the Lodges operating thereunder;
- (b) be chosen from among the members who are Companions in good standing: Provided that:
 - I. a Companion shall be eligible for any Chapter office, except that he shall not be eligible for the chair of Z. in a warranted Chapter unless he shall have served in the chair of H. for twelve months, or for the chair of H. therein unless he shall have served in the chair of J. for twelve months; notwithstanding anything herein contained, the said term of service shall be determined on the basis outlined in Section 23;

- II. the Z., H., and J., the Treasurer, the Scribes E. and N. together with such other officers as its bylaws prescribe shall be elected annually by a majority vote of the members present and voting by written ballot at the Regular Convocation in November;
- III. any Officer not elective as herein provided shall be appointed by the Z. annually, and his name and office announced upon the latter's installation or as soon as practicable thereafter.
- (c) following the approval by the Chapter of the minutes recording the election of Officers and the announcement of the appointed Officers as hereinbefore provided, be installed and invested by the Z. or by a Past Z. at the Regular Convocation held in December each year, or at an Emergent Convocation held on a date in January next following, and shall hold office until their successors shall have been installed and invested: Provided that:
- I. notwithstanding anything herein contained, the Officers of a Chapter while under Dispensation shall not be installed or invested;
 - II. only the Z., H., and J. shall be installed—all other Officers shall be invested;
 - III. a Chapter Officer shall not be installed by proxy;
 - IV. the Z., H., and J. shall not be installed until they shall have been severally examined by a board of three or more Past Z.'s and until such board shall have certified in writing to the Installing Officer as to their proficiency in their respective duties;
 - V. prior to entering upon the exercise of the functions of his office, each Officer shall take an obligation to support and maintain the Constitution, laws, rules and regulations of Grand Chapter and the bylaws of his Chapter;
 - VI. every Z. before being placed in the chair shall solemnly pledge himself to observe all the established usages and customs, to preserve the landmarks of the Royal Craft, and strictly to enforce them within his Chapter;
 - VII. following the passing of a resolution of consent by each Chapter concerned, two or more Chapters may install and invest their respective Officers in the same Chapter room and at the same Convocation at which each shall produce its minute book, bylaw book and Charter;
 - VIII. the installation ceremony or any part of it shall not be performed in public.
- (d) when summoned to do so for the purpose of an enquiry, appear before the Grand Z., the Grand H., the Executive Committee, the Grand Superintendent of their District or any Board, committee or commission lawfully constituted.

122. The Standing Committees of the Chapter of which in each case the Z. shall be, *ex officio*, a member, shall be appointed annually by him at the time of his installation.

123.—(1) An Examining Board of three Past Z's whose duty shall be to examine and report upon the proficiency of the Z., H., and J. elect as provided under Cl. (c) Sec. 121, shall be elected annually by open vote at the time set under said Section for the election of Officers.

(2) The Chapter shall also elect annually by open vote two Auditors at the time provided under Section 121 for the election of Officers.

124.—(1) An Officer of a Chapter or a member of a Standing Committee thereof may resign his office or appointment at any time with the consent of the Chapter.

(2) Should any Officer or member of a Standing Committee resign, die, or become permanently incapable by removal or otherwise of performing his duties, a successor shall forthwith be elected or appointed: Provided that if the office or post be an appointed one, the Z. shall fill the vacancy at once, and that the Z. or, if that office be vacant the H., or if he cannot act, the J. shall see that in case of a vacancy in an elective office, the necessary steps be taken for a new election which shall be held at the next Regular Convocation or at a Convocation of Emergency duly called for that purpose.

125. A Companion shall not be entitled to past rank in any office unless he shall have complied with the provisions of Section 23.

THE Z.

126. The Z. of the Chapter shall:

- (a) be responsible for the due observance of the laws relating to constituent Chapters as contained in the Constitution and the approved bylaws of his Chapter;
- (b) countersign all warrants or orders for the payment of moneys, and execute all documents pertaining to and on behalf of the Chapter requiring his signature;
- (c) see that the Chapter books and records are kept as required and prescribed under Section 154 and by the Executive Committee of Grand Chapter;
- (d) pursuant to Subsection (3), Sec. 118, direct the Scribe E. to issue and serve a summons for each Convocation of his Chapter, and cause a copy thereof to be mailed by the Scribe E. to Grand Chapter Officers in accordance with Subsection (4), Sec. 152;

- (e) pursuant to Subsection (5), Sec. 152, cause the Scribe E. to send a certified list of the officers of his Chapter elected and appointed and installed and invested;
- (f) be responsible for the preparation and transmission of all returns and lists, together with the fees and dues pertaining thereto, required of his Chapter under Section 152, and likewise for all applications for Dispensations permitted under Sub-clauses (II and III), Cl. (a), Sec. 64, when duly authorized by his Chapter;
- (g) not have power to suspend the ballot;
- (h) be responsible for the preservation of all copies of the Annual Proceedings of Grand Chapter supplied to his Chapter and see that the contents of the Proceedings of the last Annual Convocation are conveyed to his Chapter;
- (i) produce as and when required by lawful authority under the Constitution, all books, accounts, records and documents relating to his Chapter;
- (j) appoint Chapter officers and members of Chapter Standing Committees and fill vacancies, as provided under Sections 121, 122 and 124;
- (k) before being installed in his chair, solemnly pledge himself to observe all the established usages and customs, to preserve the landmarks of the Royal Craft, and strictly to enforce them within his Chapter.

THE H.

127. The H. of the Chapter shall:

- (a) serve as the Senior Warden of the Lodges;
- (b) except that the OB. shall be administered by the Z. or by a Past Z., confer the preliminary degrees, or either of them, if and as required by the Z.;
- (c) be chairman of the Executive Committee of the Chapter;
- (d) fulfil any and all duties required of him by the Z. of his Chapter, the Bylaws thereof and the Constitution.

THE J.

128. The J. of the Chapter shall:

- (a) serve as the Junior Warden of the Lodges;
- (b) except that the OB. shall be administered by the Z. or by a Past Z., confer the preliminary degrees, or either of them, if and as required by the Z.;
- (c) in the absence of the H., be chairman of the Executive Committee of the Chapter;
- (d) fulfil any and all duties required of him by the Z. of his Chapter, the Bylaws thereof and the Constitution.

THE TREASURER

129. The Treasurer of the Chapter shall:

- (a) have the custody of the moneys, funds and securities transferred to the Chapter or to him on its behalf by the Scribe E. pursuant to Cl. (d), Sec. 130, and as may be received by or entrusted to him from other sources: Provided that all said moneys and funds shall be deposited promptly in a chartered bank in the name of and as designated by the Chapter and that no disbursements shall be made except by cheque issued and signed by him and then only after the receipt of a written direction or order in accordance with Cl. (e) of said Sec. 130;
- (b) keep such books, accounts and records as are required under the bylaws of his Chapter and the Constitution, more particularly as set forth under Sec. 154, and perform such other duties as may appertain to his office as required under the said bylaws;
- (c) produce for inspection and, or, audit purposes all his books, accounts, records, vouchers, and securities as and when required by the Z. or other lawful authority pursuant to the bylaws and Constitution;
- (d) if required by the bylaws, at the expense of and as instructed by his Chapter, furnish a bond for the faithful performance of his duties.

THE SCRIBE E.

130. The Scribe E. of the Chapter shall:

- (a) pursuant to Subsec. (3), Sec. 118, issue under the direction of the Z. and serve all summons for Chapter Convocations, and transmit a copy to the members of the Grand Council, to the Grand Superintendents of the Districts, and to the Grand Scribe E.;
- (b) attend all Convocations of his Chapter and take the minutes thereof;
- (c) have charge of the seal of his Chapter and affix it to all papers and documents issued under authority of and in keeping with the requirements of the Constitution and the bylaws, and transmit an impression of the seal and any amendment thereof to the Grand Scribe E.;
- (d) collect and receive all moneys due and payable to the Chapter and in the manner required by the bylaws transfer said moneys promptly to the Treasurer;
- (e) when duly authorized by the Chapter, issue and sign all orders on the Treasurer for the disbursement of Chapter moneys and funds, indicate on each order the general nature of the disbursement involved, and after due record deliver same to the Treasurer: Provided that before delivery as aforesaid each order shall have been approved and countersigned by the Z.;
- (f) pursuant to Sec. 154, keep such books and accounts of permanent record as may be required of him and as directed by the Constitution and bylaws of his Chapter, enter therein a record of the transactions of the Chapter and other matters proper to be recorded, and produce the same together with all vouchers, papers and documents

in his possession, for inspection and, or, audit purposes as and when required by the Constitution or his Chapter;

- (g) other than such as pertain to the Treasurer, receive, file and safely keep all books, records, reports, papers, documents and secretarial equipment belonging to the Chapter and relinquish them promptly to his successor;
- (h) pursuant to Sec. 152, prepare and submit on the forms furnished by Grand Chapter such returns and information as Grand Chapter may require from time to time accompanied by the fees and dues prescribed by the Constitution, and including annual lists of officers elected and appointed and installed and invested, and the Companions entitled to attend Grand Convocations as members of Grand Chapter.
- (i) if any appeal be taken to Grand Chapter, transmit to the Grand Scribe E. a true copy of all proceedings in the case;
- (j) report by first mail to the Grand Scribe E., any information received by him with respect to the death of any Grand Officer, Past Grand Officer, or other Companion within the jurisdiction of his Chapter;
- (k) perform such other duties as appertain to his office pursuant to the bylaws of his Chapter and are required under the Constitution;
- (l) if required by the bylaws, at the expense of and as instructed by his Chapter, furnish a bond for the faithful performance of his duties.

THE TYLER

131. The Tyler of the Chapter shall:

- (a) be elected yearly pursuant to Cl. (b), Sec. 121;
- (b) see that every Companion and visitor signs his name in the Attendance Register and is properly clothed Masonically before entering the Chapter.

OTHER OFFICERS

132. The powers and duties of:

- (a) the officers mentioned in Sections 126 to 131, both inclusive, and
- (b) all other Chapter officers, shall conform to customary usage as prescribed by the ceremony of installation and investiture, the Constitution and the Bylaws of the Chapter.

THE AUDIT

133. The books, accounts, records, vouchers, securities, title deeds, insurance policies and other documents relating to the business affairs of the Chapter shall be audited and examined at least once during each financial year, which shall end December 31st, by the Auditors elected pursuant

to Sec. 123 and who shall prepare and submit a full report of their findings at the Regular Convocation immediately following the close of said financial year.

MEMBERSHIP

134.—(1) Membership in a Chapter may be acquired by having been:

- (a) regularly admitted as a candidate for the degrees; or
- (b) elected for affiliation or honorary membership; or
- (c) named as one of the petitioners in the Dispensation for a new Chapter.

(2) Except as a Life or an Honorary Member, a Companion shall not be at the same time a member of more than one Chapter in this Grand Jurisdiction.

135. Each applicant for admission by exaltation and preliminary degrees shall:

- (a) before submitting his application, be a Master Mason in good standing for a period of not less than three months unless the said period be shortened to not less than four weeks by a Dispensation granted by the Grand Z.
- (b) have resided within the jurisdiction of the Chapter to which he seeks admission for at least one year immediately prior to the date of application: Provided that:
 - I. should the said period of residence be less than one year, his application shall not be acted upon without a Dispensation from the Grand Z. nor shall he be received by a Chapter without the production by him of a certificate of good character and consent from the Chapter nearest the place of his previous residence.
 - II. should his residence be within the jurisdiction of another Chapter, his application shall not be acted upon without a Dispensation from the Grand Z. nor shall he be admitted without the consent in writing signed by the Z. and Scribe E. obtained by open vote after notice given at the previous Regular Convocation and regularly communicated to all the members of such other Chapter.
- (c) have been recommended by two Companions, members of the Chapter to which he seeks admission.

136. Any Companion resident within the jurisdiction of Grand Chapter who is not affiliated with any Chapter therein except as an Honorary or Life Member may apply to and may be admitted to membership in any constituent Chapter: Provided that if any member be under suspension from his Chapter or shall withdraw from it without having

complied with its bylaws, or with the general regulations of the Royal Craft, he shall not be eligible for admission to any other Chapter.

137.—(1) Each application for membership in a Chapter shall:

- (a) be in writing in the form prescribed by Grand Chapter and shall set forth the applicant's name in full, age, residence, occupation or profession, the name, number and location of the Masonic Lodge of which he is currently a member, as well as that of his mother Masonic Lodge and the date of raising as a Master Mason; also, in the case only of an applicant for affiliation, the name, number, and location of the Royal Arch Chapter of which he is currently a member, as well as that of his mother Chapter and the date of his exaltation;
- (b) be dated and signed by the applicant with name in full, and signed by the Companions recommending him;
- (c) be accompanied by a demit as referred to in Subsec. (1), Sec. 145, or other evidence of good standing as required by the Chapter, and by a deposit or fee as prescribed by its bylaws;
- (d) be submitted at a Regular Convocation and referred to a Committee (hereinafter referred to as the "Investigating Committee") for enquiry into his character and qualifications, and report at the next Regular Convocation.

(2) An application for admission may be withdrawn, with the consent of the Chapter, only before the Investigating Committee has reported thereon.

138.—(1) Notification of the reception and consideration of the report of the Investigating Committee shall be inserted in the summons for a Regular Convocation and shall include all the information and data with respect to the applicant set forth in Cl. (a), Subsec. (1) Sec. 137 together with an intimation that provided the said report be favorable to the admission of the applicant, a ballot will be taken.

(2) Should the investigating Committee report unfavorably on any applicant for admission, no ballot shall be taken and the applicant shall be declared a rejected candidate: Provided that:

- (a) a rejected candidate for admission by exaltation and preliminary degrees shall not be proposed or balloted for in any Chapter within twelve months after said declaration, and
- (b) a rejected candidate for admission by affiliation may at any time renew his application to the same Chapter or may submit his application to any other Chapter.

(3) Subject to the eligibility of the applicant and following a favorable report thereon by the Investigating Committee, a ballot shall be taken at a Regular Convocation only: Provided that:

- (a) only one ballot shall be required for the Royal Arch and preliminary degrees;
- (b) only Members in good standing shall be permitted to ballot;
- (c) a ballot, if ordered, shall not be postponed, nor shall it be reconsidered.

(4) A candidate for exaltation and the preliminary degrees shall not be admitted to membership nor shall any Companion be received as an affiliated Member if on a ballot, two black balls be balloted against him: Provided that a Chapter may by bylaw require an unanimous ballot.

(5) Should the result of any ballot on an application for membership be favorable, the Z. shall declare the applicant eligible to become a member of the Chapter in the prescribed manner: Provided that a Chapter by bylaw may define the period — which shall not exceed twelve months — during which an accepted candidate for admission by exaltation and the preliminary degrees shall present himself for admission failing which a fresh application and ballot shall be required.

139.—(1) A Brother shall not be exalted to the Royal Arch degree unless he shall have received the preliminary degrees and shall have delivered to the Scribe E. the design of the Mark selected by him pursuant to Section 154.

(2) Except by Dispensation granted by the Grand Z., no more than two degrees shall be conferred on any candidate in one day nor shall any Brother be exalted to the Royal Arch degree before he shall have passed a satisfactory examination in the preliminary degrees and until a period of fourteen days shall have lapsed since he received the M.E.M. degree.

(3) A Chapter may confer the Royal Arch degree on one candidate provided two Sojourners are used.

140. Any Royal Arch Mason hailing from a sister Grand Jurisdiction who has not received the preliminary degrees and who desires to affiliate with a constituent Chapter, may apply thereto and said Chapter shall be at liberty to

confer upon him either or both of said degrees without charge except for the fee required for Grand Chapter registration: Provided that before making affiliation he produce satisfactory proof of his exaltation and good standing.

141. Every Candidate upon his admission shall take an obligation to support and maintain the Constitution, laws, rules and regulations of Grand Chapter.

142. Every Companion on his affiliation and every candidate on his advancement to the M.M.M. degree shall sign the bylaws of the Chapter in token of his submission thereto, a copy of which together with a copy of the Constitution shall then be presented to him.

143. Should objection be made to the advancement of a Brother after he shall have received either of the preliminary degrees, the Z. shall order the objector to file with the Scribe E. written charges forthwith and if so filed shall be investigated as soon as practicable by the Chapter: Provided that:

- (a) if the objector neglect or refuse to file such charges within thirty days, the Chapter shall proceed to confer the degrees as if no objection had been made;
- (b) if the said charges be investigated and not proven, the degrees shall be conferred as if no charges had been filed;
- (c) if the said charges be proven, the candidate shall be considered rejected and shall not be eligible to apply again within a period of twelve months following the date of such rejection, and then only to the same Chapter.

144. Every applicant for membership when advanced to the M.M.M. degree or admitted by affiliation shall become a member of a Chapter as from the date of his said advancement or affiliation and shall be liable for dues therein as from said date.

145.—(1) Should a member of a Chapter desire to withdraw from membership therein, he shall submit an application in writing and on payment of all dues owing, if any, and provided no charges are pending against him, he shall be furnished with a demit in the form approved by Grand Chapter and his membership shall thereupon terminate.

(2) Should a demitted Companion desire to renew his membership in a Chapter, he shall be required to make application and be balloted on in the manner provided herein for an application for affiliation, and should he be rejected may renew his application to the same or may submit an application to any other Chapter at any time, all in accordance with Sections 136-7-8.

LIFE MEMBERSHIP

146.—(1) A Chapter may admit its Members to Life Membership on such terms as by bylaw it may determine and may pay to Grand Chapter such fee as Grand Chapter may require under Section 93 with respect to each Life Member to exempt the Chapter from all further dues to Grand Chapter on his behalf.

(2) A certificate of Life Membership shall be issued by the Grand Scribe E. upon written application therefor from a Chapter and payment of the fee, if any, required under Section 93.

(3) A Life Member may withdraw from membership in the Chapter of which he originally became a Life Member and may affiliate with or become a Life Member of any other Chapter in which event the latter shall not be required to pay annual dues, nor any further Life Membership fee to Grand Chapter on his behalf.

(4) Life Members shall be entitled to all the privileges of, and shall be amenable to discipline in the same manner as all other Members.

HONORARY MEMBERSHIP

147.—(1) A Chapter may elect any Companion who has rendered service to the Royal Craft an Honorary Member by a majority vote of the Members present and voting at any Regular Convocation: Provided that notice thereof shall have been given at the previous Regular Convocation and the Members informed by the insertion of the proposal in the summons for the Convocation at which such vote is to be taken: Provided further that Honorary Membership shall not confer the right of voting unless so declared and conferred by majority vote by ballot at the time of such election.

(2) Honorary Members shall be included in the annual returns and the usual fees and dues therefore transmitted to Grand Chapter pursuant to Sections 152 and 93: Provided that:

- (a) the privilege of commutation permitted under Subsec. (1), Sec. 146, shall also apply to Honorary Members, and
- (b) in the event of the annual dues to Grand Chapter having been so commuted by another Chapter or are being paid by another Chapter, then the only fee required shall be the registration fee as prescribed under Sec. 93.

(3) A certificate of Honorary Membership shall be issued by the Grand Scribe E. upon written application therefor from a Chapter and payment of the fee, if any, required under Section 93.

(4) Subject to the provisions of Subsec. (1) of this Section, Honorary Members shall be entitled to all the privileges of and shall be amenable to discipline in the same manner as all other Members.

CERTIFICATES

148.—(1) Except for a demit or withdrawal from membership which shall be furnished without charge, no Certificate shall be granted or issued by any Chapter.

(2) Every joining Companion shall be entitled to a Grand Chapter Certificate of Membership in his Chapter upon being registered on the books of Grand Chapter pursuant to Subsec. (3), Sec. 152, application for which shall be made to the Grand Scribe E. by the Scribe E. of the Chapter within one month of the date of exaltation.

(3) Life and Honorary Members shall be entitled to certificates from Grand Chapter as provided under Sections 146 and 147.

(4) Every Companion to whom a Grand Chapter Certificate of Membership is issued shall sign his name on the margin thereof; without said signature it shall not be valid.

FEES AND DUES

149.—(1) Each Chapter shall provide in its bylaws for fees for the admission of Members and for annual dues: Provided that a Chapter shall not confer the Royal Arch

and preliminary degrees for a less fee than thirty dollars as permitted under Section 94, except that if an affiliating Brother has already received the M.M.M. degree or both the preliminary degrees in another Lodge or Chapter, the fee to accompany his application for the remaining degree or degrees shall be such proportion of the fee for all the degrees as the bylaws of the Chapter may prescribe; and provided further that a candidate shall not be admitted to membership until the fee provided by the bylaws of the Chapter has been paid in full.

(2) Every Member in arrears of dues for two years shall be summoned by registered notice to appear at a Regular Convocation to show cause why he should not be suspended; should the member not appear nor a sufficient reason be given for his absence or the non-payment of his dues, he shall then and there be declared suspended by the Z.

(3) A Member suspended for non-payment of dues may be restored to good standing after the receipt by his Chapter of his written application accompanied by payment of all arrears owing by him at the date of suspension together with his dues for the current year: Provided that if such application be made:

- (a) within twelve months from the date of his suspension, no further action shall be necessary;
- (b) twelve months or more after his suspension, a majority affirmative vote of the members present and voting at a Regular Convocation shall be required; if restoration be refused, the amount so tendered shall be refunded to the applicant.

(4) The dues of any member in arrears or otherwise may be remitted by a majority vote of the Members present and voting at any Regular Convocation.

SUSPENSION AND EXPULSION

(GENERAL)

150.—(1) A Chapter shall have jurisdiction and power of discipline over its Members wherever they may reside.

(2) Non-affiliation shall not relieve a demitted Companion from the regulations of Grand Chapter or of a constituent Chapter with respect to discipline.

(3) Subject to the provisions of the Constitution, every Companion or Brother suspended thereunder shall be deprived during such suspension of all Royal Arch privileges, including eligibility for admission to any Chapter: Provided that except temporarily as herein provided, no Companion or Brother shall be so deprived until after due trial and conviction.

(4) Unless Dispensation be granted by the Grand Z. pursuant to Subsec. (4), Sec. 64, all Members of a suspended Chapter shall be under Capitular Masonic disability during the period of such suspension.

(5) In order to obtain a certificate of standing, a Member or Companion suspended by a Chapter shall apply to that Chapter for restoration in conformity to the rules and regulations with respect to Masonic trials (see Sec. 105), or as may be otherwise herein provided.

151.—(1) Any Chapter that recommends to Grand Chapter that a Companion or Brother be expelled from the rights and privileges of the Royal Craft shall forward the recommendation to the Grand Scribe E. at least twenty days before the next Annual Convocation for reference to the Executive Committee of Grand Chapter and report to Grand Chapter.

(2) Should the report of the Executive Committee contain a recommendation that the Brother or Companion be expelled, he shall be summoned to appear before the said Committee and before Grand Chapter at the next Annual Convocation to show cause why he should not be so expelled; the said Committee shall recommend finally to Grand Chapter such action in the circumstances as it may deem just or expedient.

(3) The final recommendation of the Executive Committee as set forth in the immediately preceding Subsection shall be filed with the Grand Scribe E. in sufficient time to permit him to serve upon such Companion or Brother a thirty-day notice mailed to the latter's last known address requiring him to show cause at the next Annual Convocation why he should not be expelled.

DUTIES TO GRAND CHAPTER

152.—(1) Each Chapter shall transmit the fees and dues prescribed under Sec. 93, and on forms furnished by Grand Chapter, file returns and lists as herein provided with Grand Chapter Officers as and when required by the Constitution.

(2) The annual returns shall cover from the 1st day of January to the 31st day of December in each year, shall be completed and mailed to the Grand Scribe E. not later than January 31st next following, and shall include:

- (a) the names of all Companions installed as Z., H., and J. with the date of installation, and of installed Z's, H's, and J's who shall have discontinued membership;
- (b) the name, age, occupation or profession, and residence of each Companion exalted and the dates of conferring the Royal Arch and preliminary degrees thereon; likewise the name of every candidate admitted to membership during the year whether or not exalted;
- (c) the name, age, occupation or profession, residence and name, number and location of the Chapter in which he was exalted, of each Companion admitted by affiliation who:
 - I. was a member of any other Chapter in this Grand Jurisdiction;
 - II. was exalted in and hails from a sister Grand Jurisdiction and whose name was not registered previously on the books of this Grand Chapter.
- (d) the names of all Members who shall have discontinued membership through demission, suspension, expulsion or death; also the names of all members restored to membership;
- (e) in a special column, the name of every Companion having membership in more than one Chapter in this Grand Jurisdiction with the name, number and location of the last Chapter with which affiliated.

(3) Notwithstanding anything herein contained, interim returns shall be filed, pursuant to Subsec. (1) of this Section within one month after exaltation and for the purpose of registration and issue of Certificate of Membership by Grand Chapter, showing the name of each candidate exalted together with the respective dates of his exaltation, advancement and reception.

(4) A copy of each summons issued by a Chapter shall be mailed promptly to the members of the Grand Council, to the Grand Superintendents of Districts and to the Grand Scribe E.

(5) Following the installation and investiture of Chapter Officers and not later than January 31st of each year,

the Z. of each Chapter shall cause the Scribe E. to transmit to the Grand Superintendent of his district and to the Grand Scribe E. a list of said officers indicating the names of those elected and appointed and installed and invested together with dates thereof.

(6) Each Chapter shall transmit annually not later than January 31st through its Scribe E. to the Grand Scribe E. a list of the names of the Z., H., J. and Past Z's entitled to attend Grand Convocations as members of Grand Chapter: Provided that any Past Z. whose name may have been omitted in error from said list may be admitted to any Grand Convocation upon being vouched for by a Member of his Chapter or a Member of Grand Chapter.

(7) The Officers of a Chapter when summoned for the purpose of an enquiry, shall appear before the Grand Z., the Grand H., the Executive Committee, the Grand Superintendent of the District, or any board, committee or commission lawfully constituted.

(8) Any Chapter that fails to comply with the requirements of the foregoing Subsections shall be liable to penalty pursuant to Sections 7 and 112.

CHAPTER SEAL

153.—(1) Every warranted Chapter shall have a seal with the Chapter's name and number engraved thereon, an impression of which and any amendment thereof shall be deposited with the Grand Scribe E. and registered on the books of Grand Chapter.

(2) The seal of the Chapter shall be affixed only to such documents as are required to be sealed and as are properly issued pursuant to the resolutions of the Chapter, or are required by the Constitution, including the following:

- (a) Annual returns of work.
- (b) Annual returns of officers installed.
- (c) Bylaws, and amendments thereto.
- (d) Certificate of adoption of Bylaws, and/or amendments thereto.
- (e) Copy of summons giving notice of motion to consider Bylaws and/or amendments thereto when required for the purposes of the Grand Officers pursuant to Subsec. 2, Sec. 113.

CHAPTER BOOKS AND RECORDS

154. Every Chapter shall keep the following and such other books as the Chapter may require in the form approved by Grand Chapter, namely:

- I. An attendance Register which shall be in charge of the Scribe E. and in which before admittance to a Convocation of the Chapter each Member and visitor shall sign his name and indicate his Masonic rank: Provided that each visitor shall also enter opposite his signature and Masonic rank, the name, number and location, and Grand Jurisdiction of the Chapter of which he is a member; the Tyler shall be responsible for obtaining the said signatures and entries.
- II. A Minute Book in which shall be entered by the Scribe E. a record of the proceedings of each Convocation in the form prescribed by Grand Chapter and including the names of visitors in attendance.
- III. A Cash Book in which the Scribe E. shall enter an itemized record of his receipts and the transfer thereof to the Treasurer.
- IV. A Members' Ledger in which the Scribe E. shall record all transactions between each Member and the Chapter.
- V. An Historical Register in which the Scribe E. shall register the names of all Companions who shall have been installed as Z., H., and J. together with the names of all other officers of the Chapter for the current year, a list of the members, giving the name, age, occupation or profession, Masonic lodges in which they were severally members on admission to the Chapter, date of proposal for Chapter membership, dates of receiving the Royal Arch and preliminary degrees, or date of affiliation with the Chapter; also dates of demissions, suspensions, expulsions, restorations and deaths.
- VI. A Book of Marks in which shall be recorded under the direction of the Scribe E. a copy of the designs of the Marks selected by the Brethren: Provided that all Mark designs shall be in proper form and composed of lines, or a combination of lines, in the forms of squares, angles, triangles, or any other forms composed of straight lines; provided further that the use of crests, and coats of arms as Marks shall not be permitted.
- VII. A Treasurer's Cash Book in which the Treasurer shall show the various amounts of cash transferred to and received by him together with an itemized record of disbursements on behalf of the Chapter.
- VIII. A Book of Bylaws for which the Scribe E. shall be responsible and in which shall be recorded the Bylaws enacted for the government of the Chapter and which shall be signed by each Member at the time of his admission.

PUBLIC PROCESSIONS

155. Unless permitted under Dispensation granted by the Grand Z., Royal Arch clothing or regalia shall not be worn in public; any Chapter or Companion violating the provisions of this Section shall be suspended by the Grand Z. pending action by Grand Chapter: Provided that notwithstanding anything herein contained, Royal Arch clothing shall not be worn at a Masonic funeral or at the ceremony of laying a cornerstone, which are hereby recognized as Craft functions.

CHAPTER REGALIA AND JEWELS

156.—(1) Subject to the provisions of Section 97, the Royal Arch Apron to be worn by the Companions shall:

- (a) be of white lambskin or white kidskin, from fourteen to sixteen inches in width and from twelve to fourteen inches in depth;
- (b) have an indented crimson and purple border two inches wide with the crimson part pointing to the centre of the apron and with the border of the flap or lappet only one inch wide;
- (c) have in the centre of the flap, a triangle of white silk or satin surrounded with gold border, and, within said triangle, three taws united to gold spangled embroidery;
- (d) have two gold tassels suspended from under the flap by white ribbons two inches wide;
- (e) have white linings and strings:
Provided that the triangle, the linings and strings, and the ribbons suspending the tassels of the Aprons worn by the Z's, H's, J's, and Past Z's shall be of scarlet and may be trimmed with gold lace and fringe.

(2) Subject to the provisions of Section 98, the Royal Arch Sash to be worn by the Companions shall:

- (a) be of indented crimson and purple ribbon four inches wide, with the crimson diamond outside and with silk fringe at the ends;
- (b) be worn over the left shoulder, passing obliquely to the right side:
Provided that instead of silk fringe at the ends, the Sash of the Z's, H's, J's, and Past Z's of Chapters may have gold fringe or bullion.

(3) The Jewel of Royal Arch Masonry shall be of gold or gilt and shall be worn on the left breast, suspended by:

- (a) a narrow white ribbon, when worn by Companions;
- (b) a crimson ribbon four inches in width, when worn by Z's, H's, J's, and Past Z's.

(4) The Jewels of Chapter officers shall be suspended by a crimson collar, four inches wide and shall be as indicated under their respective designations, as follows:

Z.: A crown, irradiated within a triangle.

H.: An All-Seeing Eye, irradiated within a triangle.

J.: The Volume of the Sacred Law, irradiated within a triangle.

All other Officers: The emblem of the office of each, within a triangle.

(5) The Robes of office in a Chapter shall be worn by officers as herein indicated, namely:

Z.: A scarlet Robe trimmed with ermine.

H.: A purple Robe.

J.: A blue Robe.

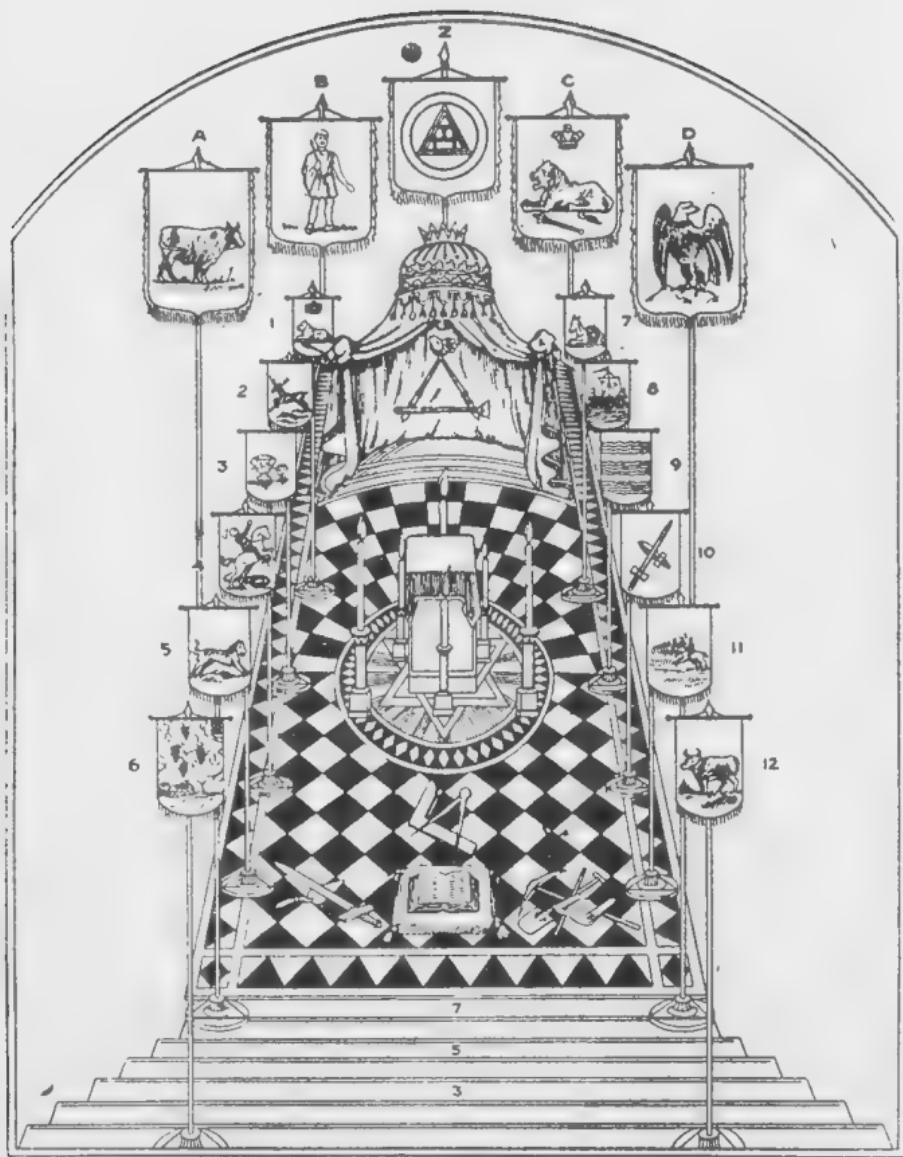
Scribes E. and N., and Sopourners: Each a white Robe.

157.—(1) The Jewel of a Mark Master Mason shall:

- (a) be made of gold, silver, mother of pearl or white cornelian stone – preferably the latter;
- (b) be suspended from a narrow light blue ribbon with crimson edges;
- (c) bear on the front side the owner's Mark within a circle surrounded with the letters H.T.W.S.S.T.K.S.; the reverse side may bear the owner's name, Chapter, and date of his advancement to the Mark Master Mason degree.

(2) The aprons, collars and jewels of the officers of a Chapter shall be applicable to the respective stations of a Lodge, and the Companions in attendance at said Lodge meetings shall be clothed as Royal Arch Masons.

158. Except the jewels and emblems appropriate to Grand Representatives of sister Grand Jurisdictions and the insignia of the Military, no honorary or other jewel or emblem inconsistent with the degrees recognized by Grand Chapter shall be worn at any Chapter Convocation.



PLAN OF CENTRE FLOOR OF CHAPTER HALL

CHAPTER BANNERS

The banners of Royal Arch Masonry consist of one Royal Arch Banner, four Standards, and twelve small Banners.

The object of the plate on opposite page is to show the proper arrangement of a Chapter Hall for the Royal Arch degree.

Arrangements of the banners, giving colors and devices, is as follows:

Z.—Royal Arch Banner—white—triple tau and triangle within circle.

A. B. C. D.—Standards of the Four Divisions of the Army of Israel. A—green—an ox. B—scarlet—a man. C—crimson—lion, crown and sceptre. D—green—an eagle.

1 to 12—Banners of the Twelve Tribes are:

1. Judah—crimson—lion couchant, with crown and sceptre.
2. Naphtali—blue—a hind let loose.
3. Asher—purple—overflowing cup.
4. Dan—green—a serpent biting a horse's heel.
5. Benjamin—green—a wolf.
6. Manasseh—pale pink—a vine beside a wall.
7. Issacher—sky blue—an ass crouching between two burdens.
8. Zebulon—purple—a ship.
9. Reuben—scarlet—wavy lines.
10. Simeon—yellow—a sword and dagger crossed.
11. Gad—white—a troop of horsemen.
12. Ephraim—green—an ox.

The tribal banners 1 to 12 should be equi-distant and placed on edge of the Mosaic and, where possible, a Companion in white robe seated beside each. The Mosaic in length and width should be proportionate to dimensions of Chapter Room so as to afford sufficient space between banners and side benches for all necessary movements between the entrance and the dias.

Note carefully position of presentation implements and general display within banners.

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